

Employment Training Center

Career Readiness Skills



Now offering computer training workshops in **Microsoft Office 2016** and **introducing Intuit QuickBooks 2018**, as well as job search and resume writing assistance.

May 2019 Workshop Schedule

Intro to Microsoft Access 2016, Pt. II
10:00am-12:00pm, Thursday, May 2

Microsoft Access 2016, Advanced Queries
10:00am-12:00pm, Tuesday, May 7

How to Establish New Credit
10:00am-11:00am, Wednesday, May 8

Interview Tips and Mock Interviews
10:00am-12:00pm, Thursday, May 9

Intro to QuickBooks 2018, Pt. I
10:00am-12:00pm, Tuesday, May 14

Intro to QuickBooks 2018, Pt. II
10:00am-12:00pm, Thursday, May 16

QuickBooks 2018, Level II
10:00am-12:00pm, Tuesday, May 21

Intro to Microsoft Publisher 2016
10:00am-12:00pm, Thursday, May 23

Career Readiness Training

is available to unemployed or underemployed individuals having difficulty getting a job or moving ahead. If you have been dependent on public assistance *or* on the income of another, but are no longer supported that way, then you may qualify for **FREE** career readiness training.

Additional Services Offered

- Hands-on computer skills workshops
- Individual job search trainings
- Resume and cover letter assistance
- Career counseling assistance
- Interview techniques and mock interviews available
- Online job application assistance
- Financial Literacy workshops
- Customizable business computer skills trainings

All Training Materials Provided

Call today for information!



Schoharie County

Community Action Program, Inc.

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For more information call (518) 234-2568 ext. 3024

or toll free (866) 849-2402

Visit our website @ www.sccapinc.org

Send an email to: mholmes@sccapinc.org