



# **FREE**

## **COMPUTER TRAINING**

### **Microsoft Excel & Outlook**

**June 7 — July 1, 2021**

#### **What you can expect:**

- ⇒ 4-week course with specialized training
- ⇒ gain technology skills for in-demand jobs such as office administration, data entry, scheduling and much more
- ⇒ instruction in digital literacy, workplace skills & data management
- ⇒ Microsoft Office Excel and Outlook Certifications
- ⇒ College credits

Funding provided in part by Greater Harrisburg Foundation Upstream Grant

**Enhance your  
technology skills  
& get started on  
your new career!**

**Eligibility requirements  
include:**

- 18 years or older
- Valid PA State ID or Driver's License
- High School Diploma or Equivalency
- Must take reading & digital literacy assessments to meet minimum educational requirements
- Must have experience with basic computer use, email, Microsoft Office, and internet search basics

**CALL NOW**  
**717-243-6040**

For more information & to register,  
visit our website at  
[EmploymentSkillsCenter.org/register](https://EmploymentSkillsCenter.org/register)

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