



COMPUTER TRAINING

Microsoft Excel & Outlook

Oct 24 - Dec 2, 2022

***No Cost for eligible participants!**

What you can expect:

- ⇒ 5-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



A proud partner of the **AmericanJobCenter** network

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
- 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

