



# COMPUTER TRAINING

## Microsoft Excel & Outlook

**Feb 21 - Mar 24, 2023**

**\*No Cost for eligible participants!**

### What you can expect:

- ⇒ 5-week course with specialized training, 8:30 am-1:00 pm
- ⇒ 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](https://EmploymentSkillsCenter.org/register)

