



Ready to Work

Empowering People to Work

Looking for a job? Interested in improving your computer skills? We can help!

COMMUNITY ACTION PLANNING COUNCIL is offering workshops in partnership with the Jefferson Community College mobile computer lab, Jefferson Express. To be eligible, residents must live in Jefferson County and have an annual gross household income at or below 125% of the federal poverty guidelines. For example, \$14,588 or less for a single person or \$29,813 or less for a family of four. **Seats are limited. Call today to make a reservation.**

For more information, call 315.782.4900, ext. 271.

Job Search/Resume Building

Learn the basics of job searching and creating a resume. Workshop topics include job banks, elements of a strong resume and how to target your resume.

November 6, 10:30 AM - 1:30 PM (Room 38)

November 20, 10:30 AM - 1:30 PM (Room 3)



Microsoft Office Basics

Knowing Microsoft Office is a critical part of most day-to-day jobs. This workshop will teach you the basics of Microsoft Word, including the ribbon and tabs, modifying text, and manipulating graphics in the Word document. If time allows, participants will begin to learn Microsoft Excel and/or PowerPoint.

October 28, 4:00 PM - 7:00 PM (Room 3)

October 30, 10:30 AM - 1:30 PM (Room 3)

December 4, 10:30 AM - 1:30 PM (Room 3)

December 9, 4:00 - 7:00 PM (Room 38)

Refreshments will be provided. Let us help you get Ready to Work!

COMMUNITY ACTION PLANNING COUNCIL

518 Davidson St. Watertown • 315.782.4900 • www.capcjc.org