Computer Training

Whether you are seeking a first time position using a computer, or you’re a seasoned veteran, we will assist you in training for the next generation of hardware and software that are being used in today’s office environment.

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Writing skills are one of the most highly sought after skills considering much of today’s communications are completed electronically. We’ll help you to develop effective skills that will not only make you efficient with e-mails, but also with reports.

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902 N. Third St.
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If public speaking and talking about yourself make you uncomfortable, our staff of pros will help you learn to prepare for any questions that would be encountered in this area.

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- Resume writing
- Interview skills
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