A program of the Cerebral Palsy Research Foundation of Kansas, Inc.

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To enhance the computer technical skills and marketability
of people with disabilities and others affected by the digital divide.

Computing Essentials

This 20-hour program is designed for students with little or no computer experience who wish to learn the basics of operating a computer and navigating key applications including Microsoft Word, e-mail and the Internet. At the end of the program students should have gained confidence in their ability to operate a computer. They will learn how to launch applications, create file folders, create and edit files, learn how to use a Word template to create and maintain a resume, perform job searches on the Internet, learn to fill out on-line forms such as job applications, and learn to use web-based e-mail including managing attached files. This class is beneficial to the computer novice who plans to continue with additional SACT training and/or job placement services.

Microsoft Office for the Workplace

This 60-hour program is designed for students with some computer experience who wish to learn the basics of key business applications to succeed in employment. Students will gain confidence in their ability to operate a Windows 10 computer and use Microsoft Office applications. Students will use Word to create, edit, format, save, and print documents. They will use Excel to navigate a spreadsheet, enter, edit, and format data for reports. They will use the key functions of Outlook including E-mail, Contacts, and Calendar. Internet Explorer will be used to perform internet searches and navigate websites. Finally, students will improve their keyboarding speed and accuracy for typing and data entry. Students who complete the program will receive a certificate of course completion.

Computing Fundamentals

This 120-hour program is designed for students with minimal computer experience, who wish to learn critical skills necessary to succeed in many basic, entry-level jobs that require an employee to access a computer. At the end of the program, students will have gained confidence in their ability to operate a computer and use the key applications including Microsoft Word, Excel and Internet Explorer. This program is for individuals who are motivated to work, and who are interested in entering the job market. Major program topics include Computing Fundamentals, Key Applications, Living Online, Basic Keyboarding/Data Entry and more. Students who complete the program will receive a certificate of course completion.

Customer Service Program

This intensive 40-hour program is packed with instruction preparing students to deliver superior customer service required not only in call center environments, but also in any career that involves dealing with customers face-to-face, over the phone, or via e-mail. Students learn strategies to build customer relationships and improve service. They will gain knowledge on business etiquette and professionalism, and learn the requirements of the Customer Service Professional. They will learn and be able to articulate how delivering superior customer service directly contributes to the bottom line of an organization. Guest speakers from the business community join this class representing employers' perspectives on delivering good customer service. Topics include: Active Listening, Telephone Etiquette, Customer Service Representative's Roles and Responsibilities, Personal Accountability, Handling Difficult Customers, and more. Upon completion of the course, graduates who pass the final exam will earn a certificate of course completion.

Microsoft Word Certification

For students with a basic knowledge of computers, this 120-hour program focuses on developing the skills necessary to gain entry-level career positions leading to opportunities for advancement. Throughout the program, students work toward Microsoft Office Specialist certification in Microsoft Word. Major topics include Microsoft Windows 10 Basics, Microsoft Word 2013, and Keyboarding/Data Entry.

Microsoft Excel Certification

For students who have completed the Word Certification class or have equivalent knowledge, this 60-hour program builds additional skills for employment. Throughout this program, students work toward Microsoft Office Specialist certification in Excel.

Microsoft Outlook Certification

For students who have completed the Word Certification class or have equivalent knowledge, this 60-hour program continues to build additional skills for employment. Throughout this program, students work toward Microsoft Office Specialist certification in Outlook.

Microsoft Office Credentials and Customer Service Essentials

This 160 hour program combines the Microsoft Word Certification class with the Customer Service Program

Business Fundamentals for Youth Program

This program is designed for high school students with disabilities. It focuses on developing the skills necessary to gain entry-level career positions leading to taking advantage of advancement opportunities. Throughout the program, students work toward Microsoft Office Specialist certification in both Word and Excel. Major topics include Microsoft Windows 10 Basics, MS 2013 Word, MS 2013 Excel, Keyboarding/Data Entry, professionalism in an office environment, and much more.

School of Adaptive Computer Training (316) 651-5232

It's about employment and independence for people with disabilities. The rest is technology.