



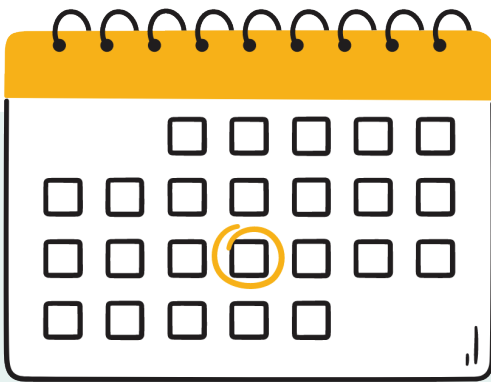
THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

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

Business Fundamentals for Youth Program

Advanced Computer Skills & Work Readiness

Whether preparing for employment or continuing education, the School of Adaptive Computer Training (SACT) can help. The SACT offers three semester-long classes for high school youth with disabilities. Achieving Microsoft Office Specialist (MOS) certifications demonstrates advanced computer skills in using Microsoft applications in the real world. Learning key work readiness and customer service skills equips students to handle interactions with coworkers, supervisors, and customers. Each class has no prerequisite course so students may enroll in 1, 2, or all 3 classes, and attend either online or in-person in our Wichita classroom.



Fall Classes Start 8/19/24

Work Readiness and Customer Service

Mon. — Fri. | 8:00 AM — 8:45 AM

- Learn transferable soft skills
- Understand personal habits for successful employment
- Learn techniques to deliver excellent customer service
- Understand employer expectations
- Positive results: Improved readiness for employment or transition-to-work programs by developing soft skills and customer service important to employers.

Customer Service Skills ranks #1 for the “Advertised Detailed Job Skills” required for the largest number of job openings in all Kansas workforce regions.

(Kansas Labor Market Information, Kansas Department of Labor, 2023)

Microsoft Office ranks #1 for the “Advertised Detailed Tool or Technology” required for the largest number of job openings in all Kansas workforce regions.

(Kansas Labor Market Information, Kansas Department of Labor, 2023)

Microsoft Office Word Certification

Mon. — Fri. | 9:00 AM — 9:45 AM

Microsoft Office Excel Certification

Mon. — Fri. | 10:00 AM — 10:45 AM

- Comprehensive training: Basic to advanced skills.
- Real world exercises for practical learning
- Practice tests for the MOS certification exam
- MOS certification exam included
- Positive results: MOS Certification, increased computer and technology skills, enhanced resume, and improved confidence.

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

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.
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