

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 classes that integrate high school youth with disabilities and adult learners, fostering an inclusive learning environment. 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.

Reasonable adjustments can be made to accommodate different daily class or bell schedules. Call the SACT Director to discuss alternatives. Available to share information at IEP meetings.

No prerequisites | online or in-person learning options available

Microsoft Office Word Certification

1/6/25 | Mon. — Fri. | 8:00 AM — 9:45 AM | 4 weeks

8/18/25 | Mon. — Fri. | 8:00 AM — 9:45 AM | 4 weeks

Microsoft Office Excel Certification

2/3/25 | Mon. — Fri. | 8:00 AM — 9:45 AM | 4 weeks

9/15/25 | Mon. — Fri. | 8:00 AM — 9:45 AM | 4 weeks

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

Work Readiness and Customer Service

3/3/25 | Mon. — Fri. | 8:00 AM — 9:45 AM | 2 weeks

10/13/25 | Mon. — Fri. | 8:00 AM — 9:45 AM | 2 weeks

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

Now Enrolling For 2025!

Visit cprf.org/sact for
detailed class information.

Microsoft Office and customer
service skills rank **#1** for the
advertised tools and job skills
required for the largest number
of job openings in all Kansas
workforce regions.

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



Questions? Contact
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