



# 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 and 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.

**CLASSES START 8/21/23**

#### Microsoft Office Word Certification



- Learn basic to advanced skills in Word
- Perform real world practice exercises
- Practice tests for the MOS certification exam
- MOS certification exam included
- Positive results: MOS Word Certification, increased computer and technology skills, enhanced resume, and improved confidence.

**ENROLL FOR FALL 2023**

Monday — Friday  
 9:00 AM — 9:45 AM  
 -OR-  
 2:15 PM — 3:00 PM

#### Microsoft Office Excel Certification



- Learn basic to advanced skills in Excel
- Perform real world practice exercises
- Practice tests for the MOS certification exam
- MOS certification exam included
- Positive results: MOS Excel Certification, increased computer and technology skills, enhanced resume, and improved confidence.

**ENROLL FOR FALL 2023**

Monday — Friday  
 10:00 AM — 10:45 AM  
 -OR-  
 3:15 PM — 4:00 PM

**Microsoft Office ranks #1 for the “Advertised Detailed Tool or Technology” required for the largest number of job openings in all Kansas workforce regions in March 2021.**

*(Kansas Labor Market Information, Kansas Department of Labor, 2021)*

#### Work Readiness and Customer Service



- Learn transferrable soft skills for the competitive job market.
- Understand personal habits for successful employment and techniques to deliver excellent customer service.
- Know employer expectations and why they are important.
- Positive results: Improved readiness for employment or transition-to-work programs by developing soft skills and customer service important to employers.

**ENROLL FOR FALL 2023**

Monday — Friday  
 8:00 AM — 8:45 AM  
 -OR-  
 4:15 PM — 5:00 PM

**Customer Service Skills ranks #1 for the “Advertised Detailed Job Skills” required for the largest number of job openings in all Kansas workforce regions in March 2021.**

*(Kansas Labor Market Information, Kansas Department of Labor, 2021)*

**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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