

JEFFERSON EXPRESS

“Bringing Professional Training And Development To You”

WHAT IS JEFFERSON EXPRESS?

A mobile computer lab that will deliver training to rural communities within Jefferson and Lewis Counties.

Training will serve :

- small business owners,
- employees
- job seekers
- underemployed
- senior citizens

Training is mobile so we can come to you by partnering with libraries, community agencies, and businesses.



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



Funding for the Jefferson Express is being provided through the American Reinvestment and Recovery Act (AARA) Broadband Technology Opportunity Program (BTOP) award.

REGISTER TODAY.

A registration form can be found at this location or contact the Continuing Education Division at Jefferson Community College by calling 315.786.2233. Payment is required at the time of registration.

WHAT CAN THE JEFFERSON EXPRESS BRING TO YOU?

- Computer basics
- Setting up an e-mail account
- Introduction to Microsoft Word
- Introduction to Microsoft Excel
- Creative cover letters
- Job hunting in the 21st century
- Resume 101
- How to use your Blackberry or PDA
- Introduction to Quickbooks
- Marketing your small business
- Small business accounting