

JEFFERSON EXPRESS

“Bringing Professional Training And Development To You”

WHAT IS JEFFERSON EXPRESS?

A mobile computer lab that will deliver non-credit 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.

NEED MORE INFORMATION OR TO REGISTER FOR A WORKSHOP?

Register early. A registration form can be found at this site, online at www.sunyjefferson.edu/conted/ce-register.pdf or contact the Continuing Education Division at Jefferson Community College at 315.786.2233 or continuingeducation@sunyjefferson.edu.

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



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.