



# ELEVATE YOUR SKILLS

**WITH A \$500 SCHOLARSHIP PER STUDENT,  
YOUR COST IS GREATLY REDUCED OR ELIMINATED!**

## **BASIC MICROSOFT OFFICE**

- Excel
- PowerPoint
- Word

## **CAREER AND WORKPLACE SKILLS**

- Clifton Strengths
- Resume, cover letter, interview preparation
- Networking skills

## **CONTENT AND EMAIL MARKETING**

- Develop digital content
- Build your website
- Use email as a marketing tool

## **QUICKBOOKS FOR SMALL BUSINESS**

- Basic accounting
- Recording transactions
- Maintaining financial reports

**CLASSES START JAN. 6 • APPLY BY DEC. 20**

**S** SNOW COLLEGE



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