

SCSEP Approved Virtual Courses - NY

The following is an approved list of virtual training options for SCSEP participants.

Timesheets **MUST** include the hours, name of provider, and name of course/module.

In addition to approved Virtual Training, other options are available for Specialized Training: WIOA workshops and courses, Local Library class offerings, etc. Your CN may approve seat time for these local classes.

Industry Credential training may also be available depending on your training track. Please speak with your CN for credentials like ServSafe, Healthcare credentials, Admin Assistant & Customer Service Certificates.

Tech4Tomorrow

Tech 4 Tomorrow digital classes meet online, at a scheduled time, with live instructors. The two-hour classes meet twice a week over six weeks (12 classes in total).

To enroll, talk to your CN or CMPA today.

- Introduction to the Computer
- Learn Microsoft Word, Excel, Power Point, Outlook, & OneNote
- Learn Google Workspace: Gmail, Google Docs, Google Sheets
- Understanding the Smartphone
- Introduction to Zoom Meetings
- Protect Yourself from Scams: Essential Tips and Tricks for Staying Safe Online

KLS

A4TD offers intermediate to advanced computer skills training through an online platform called KnowledgeWave Learning Site (KLS). In KLS, training is provided through a series of web-based videos, making it ideal for self-paced learners. It is intended for individuals who already have a basic-to-intermediate level of computer skills.

There is a pre-assessment to determine enrollment, talk to your CN or CMPA today.

LearnFree

LearnFree is a worldwide leader in free, online education. They've been making free videos and tutorials for more than a decade and have served more than 100 million users in every country in the world. These are video tutorials without teacher support.

[Get Started with LearnFree: Directions Here](#)

Below is a list of currently approved LearnFree course playlists for A4TD Specialized Training.

Job Readiness

- [Job Applications](#)
- [Resume Writing](#)
- [Interviewing Skills](#)

Soft Skills

- [Career Experiences](#)
- [Workplace Basics](#)
- [Communication skills](#)

Digital Literacy

- [Tech Savvy Tips and Tricks](#)
- [Internet Safety](#)
- [Introduction to Microsoft Teams](#)
- [Introduction to Microsoft Outlook](#)
- [Introduction to Microsoft Word](#)
- [Introduction to Microsoft PowerPoint](#)
- [Introduction to Microsoft Excel](#)
- [Excel: Foundations](#)
- [Word: Foundations](#)
- [PowerPoint: Foundations](#)
- [Microsoft PowerPoint Tips](#)
- [Microsoft Excel Tips](#)
- [Microsoft Word Tips](#)
- [Google Sheets](#)
- [Google Drive](#)
- [Gmail](#)

Skills to Succeed Academy

Created specifically to meet the needs of job seekers, Skills to Succeed Academy offers 36 bite-sized, interactive modules. You can practice real-life scenarios, such as job-interviews in a safe environment. Skills to Succeed courses contain modules of 15-40 minutes each.

[Get Started with Skills to Succeed Academy: Directions Here](#)

Be sure to put “S2S, Name of Course, Name of Module” on your timesheet.

Below is a list of currently approved S2S course playlists for A4TD Specialized Training

Job Readiness	Soft Skills
<ul style="list-style-type: none"> • Getting a Job (23 modules) 	<ul style="list-style-type: none"> • Success in Work (12 modules) • Lifelong Learning (7 modules) • Emotional Intelligence (6 modules) • Solving Problems (8 modules)

Coursera

Coursera is the global online learning platform that offers anyone, anywhere, access to online courses and degrees from world-class universities and companies.

[Get Started with Coursera: Directions Here](#)

Below is a list of currently approved Coursera course playlists for A4TD Specialized Training

Job Readiness	Soft Skills
<ul style="list-style-type: none"> • How to Write a Resume • Create a Resume and Cover Letter with Google Docs • Utilize LinkedIn for Job Search • Effective Communication Capstone Project • English for Career Development • Writing Professional Emails and Memos • Interviewing and Resume Writing in English • Career Planning: A Pathway to Employment • Utilize CareerBuilder to Find Employment • Career Options: Exploring a New Career • The Art of the Job Interview • Successful Interviewing • Build a Professional Resume using Canva • Create a Profile and Network on LinkedIn • Email Etiquette • Preparation for Job Interviews 	<ul style="list-style-type: none"> • Work Smarter, Not Harder: Time Management for Personal & Professional Productivity • Learning How to Learn: Powerful mental tools to help you master tough subjects • Conflict Transformation • Introduction to Negotiation • Teamwork Skills: Communicating Effectively in Groups • The Importance of Listening • Communication in the 21st Century Workplace • Personality Types at Work • Developing Interpersonal Skills • Collaborate Effectively for Professional Success • Active Listening: Enhancing Communication Skills
Adult Basic Education	Digital Literacy
<ul style="list-style-type: none"> • Algebra: Elementary to Advanced 	<ul style="list-style-type: none"> • Getting Started with Google Sheets • Everyday Excel • Work Smarter with Microsoft Word • Work Smarter with Microsoft Excel

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| | <ul style="list-style-type: none">• Work Smarter with Microsoft PowerPoint• Getting Started with Google Workspace• Getting Started with Microsoft Excel• Getting Started with Microsoft Word• Getting Started with Microsoft PowerPoint• Introduction to Google Docs• Collaborating with G Suite Apps |
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