



Olmsted Center
FOR SIGHT

Vision Rehabilitation Services

2020 Vocational Skills Training Course Schedule

January 2020

Office Software and Communication Skills	In House: 1/13-2/20 Online: 1/6-3/10
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February 2020

Office Software and Communication Skills	Online: 2/3-4/6
Telecommunication Foundations	In House: 2/21-3/18
Hospitality/Customer Service	In House: 2/21-3/20

March 2020

Telecommunication Foundations	Online: 3/11-3/31
Hospitality/Customer Service	Online: 3/11-4/2

April 2020

Office Software and Communication Skills	Online: 4/6-6/8
Telecommunication Foundations	Online: 4/7-4/27
Hospitality/Customer Service	Online: 4/7-4/29
Customer Service Skills	In House: 4/3-4/17
Computer Basics	In House: 4/3-4/24

May 2020

Office Software and Communication Skills	In House: 5/6-6/12 Online: 5/4-7/7
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June 2020

Telecommunication Foundations	In House: 6/15-7/8 Online: 6/9-6/29
Hospitality/Customer Service	In House: 6/15-7/10 Online: 6/9-7/1

July 2020

Office Software and Communication Skills	Online: 7/6-9/4
Telecommunication Foundations	Online 7/8-7/28
Hospitality/Customer Service	Online: 7/8-7/30

August 2020

Office Software and Communication Skills	Online: 8/3-10/5
Customer Service	In House: 8/7-8/21
Computer Basics	In House: 8/7-8/28

September 2020

Office Software and Communication Skills	In House: 9/9-10/15 Online: 9/1-11/3
Telecommunication Foundations	Online: 9/8-9/28
Hospitality/Customer Service	Online: 9/8-9/30

October 2020

Telecommunication Foundations	In House: 10/16-11/11 Online: 10/6-10/26
Hospitality/Customer Service	In House: 10/16-11/13 Online: 10/6-10/28

November 2020

Telecommunication Foundations	Online: 11/4-11/24
Hospitality/Customer Service	Online: 11/4-11/30

December 2020

Customer Service	Online: 12/1-12/16
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Professional Career Development - offered online upon request and may be started at any time

Computer Skills Reinforcement – offered online upon request and may be started at any time

Please note: dates are subject to change.

In order for timely enrollment, please ensure all student and counselor paperwork is received no later than two weeks before the class start date.

Please contact Karla Manzella at kmanzella@olmstedcenter.org or (716) 888-4526 for more details.