

MICROSOFT OFFICE COMPUTER TRAINING

GRANT-FUNDED: No Tuition Cost to Eligible New Jersey Employees

- ❖ Must be employed at least 20 hours per week by a business in New Jersey
- ❖ Pre-registration required @ <https://form.jotform.com/61744053933153>

Employees of any public entity receiving Federal or State Funding are not eligible for this program

May – June 2017 SCHEDULE- All classes held @ RVCC

| Microsoft Word | | |
|----------------------|---------------|-----------------|
| Basic Word | May 10, 2017 | 8:30am – 4:30pm |
| Intermediate Word | May 18, 2017 | 8:30am – 4:30pm |
| Microsoft Excel | | |
| Basic Excel | May 4, 2017 | 8:30am – 4:30pm |
| Intermediate Excel | May 15, 2017 | 8:30am – 4:30pm |
| Advanced Excel | June 14, 2017 | 8:30am – 4:30pm |
| Microsoft PowerPoint | | |
| Basic PowerPoint | May 12, 2017 | 8:30am – 4:30pm |
| Advanced PowerPoint | May 25, 2017 | 8:30am – 4:30pm |
| Microsoft Access | | |
| Access | June 6, 2017 | 8:30am – 4:30pm |

This no cost program is made possible through a grant from the NJ Department of Labor and Workforce Development in partnership with the NJ Business and Industry Association (NJBIA) and the NJ Community College Consortium

For information and registration, contact **Corinna Harrigan** at **908-526-1200 x8462** or corinna.harrigan@raritanval.edu