

## 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*

**July– August 2017 SCHEDULE- All classes held @ RVCC**

| Microsoft Word       |                 |                 |
|----------------------|-----------------|-----------------|
| Intermediate Word    | July 27, 2017   | 8:30am – 4:30pm |
| Microsoft Excel      |                 |                 |
| Basic Excel          | July 13, 2017   | 8:30am – 4:30pm |
| Intermediate Excel   | July 20, 2017   | 8:30am – 4:30pm |
| Advanced Excel       | August 16, 2017 | 8:30am – 4:30pm |
| Microsoft PowerPoint |                 |                 |
| Basic PowerPoint     | July 11, 2017   | 8:30am – 4:30pm |
| Advanced PowerPoint  | August 8, 2017  | 8:30am – 4:30pm |
| Microsoft Access     |                 |                 |
| Access               | August 3, 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](mailto:corinna.harrigan@raritanval.edu)