

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/201196163819155>

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

Summer 2020 Schedule- All classes will be held ONLINE

Class	Date	Time	Instructor
Basic Excel	Thursday, May 28	9:00 AM – 12:00 PM	Vince Carnevale
Intermediate Excel	Thursday, June 18	9:00 AM – 12:00 PM	Vince Carnevale
Basic Word	Thursday, June 25	9:00 AM – 12:00 PM	Vince Carnevale
Intermediate Word	Thursday, July 16	9:00 AM – 12:00 PM	Anne Marie DelPrincipe
Basic PowerPoint	Thursday, July 23	9:00 AM – 12:00 PM	Anne Marie DelPrincipe
Intermediate PowerPoint	Monday, August 3	9:00 AM – 12:00 PM	Anne Marie DelPrincipe

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 **Maryam Sheikh at 908-526-1200 x8462**
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