

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

September – December 2017 SCHEDULE- All classes held @ RVCC

Microsoft Word		
Basic Word	Sept 15, 2017	8:30am – 4:30pm
Basic Word	Oct 13, 2017	8:30am – 4:30pm
Basic Word	Nov 14, 2017	8:30am – 4:30pm
Intermediate Word	Sept 29, 2017	8:30am – 4:30pm
Intermediate Word	Oct 27, 2017	8:30am – 4:30pm
Intermediate Word	Dec 1, 2017	8:30am – 4:30pm
Microsoft Excel		
Basic Excel	Sept 8, 2017	8:30am – 4:30pm
Basic Excel	Oct 6, 2017	8:30am – 4:30pm
Basic Excel	Nov 10, 2017	8:30am – 4:30pm
Intermediate Excel	Sept 12, 2017	8:30am – 4:30pm
Intermediate Excel	Oct 13, 2017	8:30am – 4:30pm
Intermediate Excel	Nov 17, 2017	8:30am – 4:30pm
Advanced Excel	Sept 22, 2017	8:30am – 4:30pm
Advanced Excel	Oct 20, 2017	8:30am – 4:30pm
Advanced Excel	Nov 30, 2017	8:30am – 4:30pm
Microsoft PowerPoint		
Basic PowerPoint	Sept 19, 2017	8:30am – 4:30pm
Advanced PowerPoint	Oct 10, 2017	8:30am – 4:30pm
Microsoft Access		
Access	Sept 26, 2017	8:30am – 4:30pm
Access	Oct 17, 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



**Basic Skills
Workforce
Training Program**

Enhance Your
Workers'
Basic Skills...
Give Them the
Training They
Need to Succeed
in Your Workplace

A PARTNERSHIP OF
New Jersey Business & Industry Association
New Jersey Community College Consortium for Workforce & Economic Development
NJ Department of Labor and Workforce Development