

PCCC Continuing Education Occupational Computer Skills Training Wanaque Campus

Do you want an exciting career?

Would you like to get the skills that companies need?

You are eligible if you meet these requirements:

- ❖ Receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA)
- ❖ 6.0 reading level on TABE test
- ❖ Able to read, write and speak English



This program will:

- ❖ Teach Microsoft Office computer programs (Word, Excel, PowerPoint & Access)
- ❖ Prepare individuals for Microsoft Office Certification
- ❖ Educate individuals in latest job search techniques
- ❖ Teach work readiness skills
- ❖ Coach individuals on ways of becoming financially stable

Day(s): Monday - Friday

Times: 8:30 am - 3:00 pm (910 hours, 26 weeks)

Course #: NJS - 204

Place: Wanaque Academic Center, 500 Union Avenue

Referral Dates in 2013: 2/18, 3/4, 3/18, 4/1, 4/15, 5/6, 5/20, 6/3, 6/17, 7/1, 7/15, 8/5, 8/19, 9/3, 9/16, 10/7, 10/21

For more information

Contact: Linda Johnson at ljohnson@pccc.edu or at 973-684-7742

or

Julie Hamberlin at jhamberlin@pccc.edu or at 973-684-6226

Enroll Today!!

This program is made possible with funds provided under the auspices of the Passaic County Board of Chosen Freeholders and the Passaic County Workforce Investment Board Work First New Jersey program under grants from the State of New Jersey Department of Labor and Workforce Development