



**Improve Employee Computer Skills  
Enhance Employee Potential for Upward Mobility  
Increase Employee Job Satisfaction**

**Enroll Your Employees in Free\* Training  
PCCC Continuing Education  
Passaic and Wanaque Campuses  
*Hurry! Space is limited!***

**FREE Computer Courses Spring and Summer Semesters 2013**

**MS Word Part 1**

Learn to create, edit, save and format documents while you add a professional touch to the printed work that you produce.

**MS Word Part 2**

Learn the mechanics of creating columns, headers and footers, styles, importing graphics and mail merge features.

**MS Excel Part 1**

Learn to create, edit, print, format and save spreadsheets. Also learn to create formulas and graphs and to save time by learning AutoSum, Autofill and Comments

**MS Excel Part 2**

Learn to use more powerful functions, linking spreadsheets, and features that include sorting, filtering, logical functions and inserting pictures and diagrams in an Excel worksheet.

Course	Passaic Campus— <i>MS Office 2007</i>	Wanaque Campus— <i>MS Office 2007</i>
<b>MS Excel Part 1</b>	Friday, Mar 15 (#NCC-112-CT1A)	Thursday, Jul 11 (#NCC-112-CT1A)
<b>MS Excel Part 2</b>	Friday, Mar 22 (#NCC-112-CT1B)	Thursday, Jul 18 (#NCC-112-CT1B)
<b>MS Word Part 1</b>	Friday, Apr 5 (#NCC-107-CT1A)	Thursday, Jul 25 (#NCC-107-CT1A)
<b>MS Word Part 2</b>	Friday, Apr 12 (#NCC-113-CT1B)	Thursday, Aug 1 (#NCC-113-CT1B)

***Classes meet from 8:30 am to 5:00 pm with a 30-minute lunch break (8 hours of training).***

***\* Participants must be employed at least 20 hours per week; must provide a valid social security number, employer name and employer address; and must be “on the clock” during training. These free courses are offered in cooperation with the New Jersey Business and Industry Association under a grant program funded by the New Jersey Department of Labor and Workforce Development (NJDOLEWD). Onsite training for a minimum of ten employees also available! Call 973-684-6153 for additional information.***

***NEW THIS SPRING:***

***Customer Service Training starting in March.***

***Call (973) 684-6153 for details and registration info.***

***Though the computer training is free, a \$50 check payable to Passaic County Community College will be required as a deposit for each registrant for each course. The uncashed check will be returned to the registrant who attends the class or withdraws no later than seven (7) days in advance. If the registrant fails to attend or fails to withdraw per our policy, the registrant will forfeit the deposit.***

***Yes, my employees are interested in the computer classes offered under the NJDOLWD grant, and I'd like to find out if they are eligible for this FREE program.***

**My contact information:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City and zip code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

***Fax this form to (973) 523-6085***

***or***

***Call us with your contact information at (973) 684-6153***

**Passaic County Community College  
Continuing Education  
One College Boulevard  
Paterson, NJ 07505-1179**

***The College reserves the right to cancel or to change dates if necessary.  
Attempts will be made to notify students.***

**Passaic Academic Center  
2 Paulison Avenue  
Passaic, NJ**

**Wanaque Academic Center  
500 Union Avenue  
Wanaque, NJ**