



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

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

Computer Courses Spring Semester 2012

MS PowerPoint

Learn to improve your presentations by using drawing tools, incorporating clip art and WordArt objects, creating and enhancing organization charts, creating and editing charts by using Microsoft Graph, changing the overall appearance by using design templates and the Slide Master, adding multimedia, and building interactive presentations.

Windows/Operating Systems

This hands-on introduction prepares participants to utilize the following work enhancing features of the Windows XP operating system: moving, resizing, and minimizing windows; customizing the start menu; viewing and changing taskbar properties; adding items to the taskbar; using the quick launch toolbar; and switching between applications.

MS Outlook

Learn how to use Outlook features and tools including email and managing messages, calendar, scheduling, contact information and using tasks and notes to enhance time and information management.

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.

All courses are 8:30 am to 5:00 pm – 8 hours

Schedule

Course	Paterson Campus—MS Office 2010	Passaic Campus—MS Office 2007
Windows XP	Friday, January 27 (#NCC-41-CT1)	Friday, March 23 (#NCC-41-CT2)
MS Word Part 1	Friday, February 3 (#NCC-107-CT1A)	Friday, April 13 (#NCC-107-CT2A)
MS Word Part 2	Friday, February 10 (#NCC-113-CT1B)	Friday, April 20 (#NCC-113-CT2B)
MS Excel Part 1	Friday, February 17 (#NCC-112-CT1A)	Friday, April 27 (#NCC-112-CT2A)
MS Excel Part 2	Friday, February 24 (#NCC-112-CT1B)	Friday, May 4 (#NCC-112-CT2B)
MS Outlook	Friday, March 9 (#NCC-135-CT1)	Friday, May 11 (#NCC-135-CT2)
MS PowerPoint	Friday, March 2 (#NCC-53-CT1)	Friday, March 30 (#NCC-53-CT2)

** 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 (NJLWD). Onsite training for a minimum of ten employees also available! Call 973-684-6153 for additional information.*

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 check will be returned uncashed 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.*

**Paterson Main Campus
One College Boulevard
Paterson, NJ**

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