2014 NJBIA GRANT FUNDING OPPORTUNITIES

No-cost computer training classes are offered because of a grant to New Jersey Council of Community Colleges and NJBIA from the New Jersey Department of Labor and Workforce Development.

All New Jersey businesses and non-profits may participate in this opportunity. Last year New Jersey employers took advantage of more than $1 million worth of no-cost training for their employees!

Take one or more courses. Microsoft Office technology courses are scheduled at your location or at one of our three campuses in Atlantic City, Cape May, or Mays Landing.

The latest Microsoft Office (2010) is available (each course is eight hours in length and may be scheduled in one full day or two half-day sessions).*

- Microsoft Excel - Level I and II
- Microsoft Word Level I and II
- Microsoft Outlook
- Microsoft PowerPoint I
- Microsoft PowerPoint II
- Spanish in the Workplace I
- Spanish in the Workplace II

Other programs under this partnership offered at no cost include topics such as business written or verbal communications, customer service, and Social Media topics.

We will need your company's FEIN to schedule classes.

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Open enrollment classes have been scheduled at Atlantic Cape Community College, Mays Landing campus on the following dates in July:

**Outlook:** Wednesday, July 9, 9a-5pm; **PowerPoint Level 1:** Tuesday, July 15, 9am-5pm
**Excel Level 1:** Wednesday, July 23, 9am-5pm; **Excel Level 2:** Wednesday, July 30, 9am-5pm

**Social Media Fundamentals:** Tuesday, July 22, 9am-1pm
Discoer which social media tool is most important to you based on personal and professional goals. Learn how to enroll, create meaningful content, and engage with the audience through various sites

**Social Media and Marketing:** Tuesday, July 29, 9am-1pm
Examine which social media platform impacts your business best to promote your brand and drive up sales. Analyze the important tools for marketing and investigate strategies to grow your client base.

**To register, please contact Susan DeCicco at 609-343-5655**

For questions, please contact Jean McAlister at mcaliste@atlantic.edu or 609 343-5688 or Esther Gandica at gandica@atlantic.edu or 609-343-5651

*Other versions available*