



NEWS

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GRANT PROGRAM EXTENDS FREE TRAINING TO BUSINESSES VIA GCC

Deptford Twp. – Starting in September, the New Jersey Business and Industry Association (NJBIA) and the NJ Department of Labor and Workforce Development are extending free computer skills training opportunities to all local business owners in the area via Gloucester County College's Division of Continuing Education.

Through a \$3 million Basic Skills Workforce Training Grant, GCC is offering employees from local businesses classes in Microsoft Office at no cost. All scheduled class sessions will be held from 8 a.m. to 5 p.m. at the new Continuing Education Center at 1492 Tanyard Road in Sewell; however, if an employer can guarantee the attendance of at least ten employees, the training can be done on site, at the employer's place of business, using GCC's mobile computer lab.

Courses are focused on the use of Microsoft Office computer applications such as Microsoft Word, Excel and Outlook, and navigation within the Window's operating system. The class schedule is as follows:

- MS Word I 2003, Sept. 13, Sept. 18 or Oct. 18
- MS Word I 2007, Nov. 15 or 20
- MS Word II 2003, Sept. 20, Oct. 2 or Oct. 25
- MS Word II 2007, Nov. 22 or Dec. 4
- MS Excel I 2003, Sept. 29, Oct. 27 or Oct. 16
- MS Excel I 2007, Nov. 17, Dec. 8 or Dec. 18
- Excel II 2003, Oct. 6, Nov. 3 or Nov. 6
- Excel II 2007, Dec. 1, Dec. 15 or Jan. 15

For more information regarding eligibility or to register, contact Wendy Venable at (856) 415-7414 or email wvenable@gccnj.edu. General registration can be accessed by logging on to <http://conted.gccnj.edu>.

Gloucester County College's Continuing Education Center is located on Tanyard Road in Deptford, just off Exit 56 of Route 55.