The Women’s Center at CCM

Computer Training Schedule

Fall 2018

CCM – Randolph Campus

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| --- | --- | --- | --- | --- |
| **Instructor** | **Class** | **Dates** | **Time** | **Total Hours** |
| Birthe Ciccolella | PowerPoint | 8/14, 8/16, 8/21, 8/23 (Tu, Th, Tu, Th) | 9:30 AM - 12:30 PM | 12 |
| Birthe Ciccolella | Excel 1 | 9/10, 9/12, 9/17, 9/19 (M, W, M, W) | 9:30 AM - 12:30 PM | 12 |
| Birthe Ciccolella | Excel 2 | 9/25, 9/27, 10/2, 10/4 (Tu, Th, Tu, Th) | 9:30 AM - 12:30 PM | 12 |
| Laraine Gilberti | Word 1 | 10/16, 10/18, 10/23, 10/25 (Tu, Th, Tu, Th) | 9:30 AM - 12:30 PM | 12 |
| Laraine Gilberti | Word 2 | 10/29, 10/31, 11/5, 11/7 (M, W, M, W) | 9:30 AM - 12:30 PM | 12 |

The Women’s Center provides **FREE** job readiness services to women needing to return to the workforce, such as career counseling, individual resume preparation, interview techniques and coaching, job searching on the internet and social networking. The Women’s Center also provides **FREE** computer training, Job Club workshops, legal clinics and workshops on family law, divorce, and other matrimonial issues.

**Donations are gratefully accepted and may be made through the County of College of Morris Foundation, a 501 (c) (3) non-profit organization, designated for The Women’s Center and mailed to: 214 Center Grove Road, SCC-115, Randolph, NJ 07869.**

**All programs are sponsored by the County College of Morris and funded through grants from the NJ Division on Women.**

**Flyer – Computer Schedule Fall 2018**