

The Women's Center at CCM
 Computer Training Schedule
 Summer 2019

CCM – Randolph Campus

Instructor	Class	Dates	Time	Total Hours
Birthe Ciccolella	PowerPoint	6/17, 6/19, 6/24, 6/26 (M,W,M,W)	6:00 PM – 9:00 PM	12
Birthe Ciccolella	Excel 1	7/9, 7/11, 7/16, 7/18 (Tu, Th, Tu, Th)	6:00 PM – 9:00 PM	12
Birthe Ciccolella	Excel 2	7/23, 7/25, 7/30, 8/1 (Tu, Th, Tu, Th)	6:00 PM – 9:00 PM	12
Laraine Gilberti	Word 1	8/6, 8/8, 8/13, 8/15 (Tu, Th, Tu, Th)	6:00 PM – 9:00 PM	12
Laraine Gilberti	Word 2	8/20, 8/22, 8/27, 8/29 (Tu, Th, Tu, Th)	6:00 PM – 9:00 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.
