



The Latino Chamber of Commerce of Monmouth, Inc In a Partnership with

Brookdale Community College



Will be Providing Technical Training To your Employees at no Cost to your Company Through a NJ Department of Labor and Business and Industry Grant

The training ranges from entry level to advance in the following basic skills:

- Introductions to Computers and Microsoft Windows,
- Word Levels I & II,
- Excel Levels I & II,
- Outlook,
- Business Writing and
- Presentations with Power Point.
- Basic Mathematics and Measurements
- English as a Second Language I & II
- Communications: Verbal, Written and Customer Service.

The requirements to your company employees are as follows, employee must:

- **Work at least 20 hours per week.**
- **Have a Social Security or a Tax Identification Number.**
- **Be paid by Company while attending classes.**

Special classes can be organized at your company facilities for those business owners that wish to train at least 12 or more employees. The training can also be provided at any of the six Brookdale facilities located throughout Monmouth County.

Other requirements are that public employees and business owners are not eligible to participate in the program.

Summer and Fall Enrollment Schedule

Course	Date	Hours	Length	Location
Word 2007 Level I	Wed, July 21 & 28	1-5 pm	8 hours	Wall Higher Ed Center
Word 2007 Level II	Wed, Aug 4 & 11	1-5 pm	8 hours	Wall Higher Ed Center
Excel 2007 Level I	Wed, Aug 18 & 25	1-5 pm	8 hours	Wall Higher Ed Center
Excel 2007 Level II	Wed, Sept 1 & 8	1-5 pm	8 hours	Wall Higher Ed Center
Outlook	Wed, Sept 15 & 22	1-5 pm	8 hours	Lincroft Campus
Excel 2007 Level I	Wed, Sept 29 & Oct 6	1-5 pm	8 hours	Wall Higher Ed Center
Excel 2007 Level II	Tues, Oct 12 & 19	1-5 pm	8 hours	Wall Higher Ed Center
Outlook	Wed, Oct 27 & Nov 3	1-5 pm	8 hours	Lincroft Campus
Business Writing	Thurs, Oct 7, 14 & 21	1-5 pm	12 hours	Lincroft Campus
Presentations Using Power Poin	Wed, Dec 1, 8 & 15	9 am - 1 pm	12 hours	Lincroft Campus

For additional information, please call Louis Rodriguez at 732 761 0854 or Jackeline Mejia-Fuertes at 732 224 2437.