



Basic Skills Workforce Training Program

Enhance Your
Workers'
Basic Skills...
Give Them the
Training They
Need to Succeed
in Your Workplace

A PARTNERSHIP OF
New Jersey Business & Industry Association
New Jersey Community College Consortium for Workforce & Economic Development
NJ Department of Labor and Workforce Development

As an employer in the State of New Jersey, your company is eligible to participate in a FREE training program designed to help your employees improve their basic skills. The program was initiated by NJBIA (New Jersey Business & Industry Association) and the New Jersey Community College Consortium to improve employee literacy in the workplace statewide. The goal is to improve worker's literacy in ESL, computer applications, basic math, and basic communications and customer service.

Your company is not required to provide a minimum number of employees for training and will not be charged for training if you provide a valid Federal Employee Identification Number. However, employees must be "on the clock" and paid at their usual hourly rate if they are being trained during their normal working hours.

The training classes, organized by The Institute at Middlesex County College, are held at the following convenient locations.

- **Your work site:** If you have a **minimum of 10 participating employees**, we offer a flexible schedule of classes at your work site using our mobile computer labs with Microsoft versions 2003 or 2007 -- please contact Irene Rava at IRava@middlesexcc.edu or (732) 906-4681 for registration information and course descriptions
- **Middlesex County College (Edison campus):** If you have **fewer than 10 participating employees** -- please contact Irene Rava at IRava@middlesexcc.edu or 732-906-4681 for registration information and course descriptions
- **Carteret Free Public Library:** if you have **fewer than 10 participating employees** -- see schedule below -- please contact Irene Rava at IRava@middlesexcc.edu or 732-906-4681 for registration information and course descriptions

Name of Course	CARTERET FREE PUBLIC LIBRARY Class Dates / Times		
Word 2003 Level I	Saturday	January 30 & February 6, 2010	9:00 a.m. - 1:00 p.m.
Word 2003 Level II	Saturday	February 13 & February 20, 2010	9:00 a.m. - 1:00 p.m.
Excel 2003 Level I	Monday & Wednesday	February 8 & February 10, 2010	9:00 a.m. - 1:00 p.m.
Excel 2003 Level I	Saturday	February 27 & March 6, 2010	9:00 a.m. - 1:00 p.m.
Excel 2003 Level II	Monday & Wednesday	February 15 & February 17, 2010	9:00 a.m. - 1:00 p.m.
Excel 2003 Level II	Saturday	March 13 & March 20, 2010	9:00 a.m. - 1:00 p.m.
Intro to E-Mail	Monday & Wednesday	February 22 & February 24, 2010	9:00 a.m. - 1:00 p.m.
Intro to E-Mail	Saturday	March 27 & April 3, 2010	9:00 a.m. - 1:00 p.m.
ESL Level I	Every Monday & Wednesday	February 1 - April 7, 2010	6:00 p.m. - 8:00 p.m.
ESL Level II	Every Tuesday & Thursday	February 2 - April 8, 2010	6:00 p.m. - 8:00 p.m.
Basic Math Skills	Every Saturday	February 13 - April 3, 2010	10:00 a.m. - 12:00 p.m.
Basic Verbal Skills	Every Tuesday & Thursday	March 2 - March 18, 2010	12:30 p.m. - 2:30 p.m.
Basic Writing Skills	Every Tuesday & Thursday	March 2 - March 18, 2010	3:00 p.m. - 5:00 p.m.
Customer Service Skills	Every Saturday	March 13 - March 27, 2010	1:00 p.m. - 5:00 p.m.



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Free Courses at Carteret Public Library

- Check the course that you wish to attend on the attached sheet
- Highlighted areas are mandatory
- Fax to MCC (732) 906-4689

*The NJBIA Grant programs held at Carteret Public Library are offered free of charge to **CURRENTLY EMPLOYED WORKERS** who want to increase their computer, communication, basic math, or ESL skills.*

**** A separate registration form is required for each class should a student register for multiple classes!! ****

Legal Name: _____ **Social Security Number:** _____
Last First MI

Employer: _____ **FEIN:** _____

Job Title: _____ **Supervisor:** _____

Circle Hourly Wage Code: A = \$10 or less B = \$11-\$15 C = \$16-\$20 D = \$21-\$25 E = \$25 or higher

Work Address: _____
Number Street City State Zip County

Home Address: _____
Number Street City State Zip County

Work: _____ - _____ - _____ **Home:** _____ - _____ - _____ **Mobile:** _____ - _____ - _____

E-Mail Address: _____ **Course / Date:** _____

College: The Institute at Middlesex County College (732) 906-4681

The following statement is in accordance with the Higher Education Act. Please read carefully and sign.
I grant permission to the Community College Consortium for Workforce & Economic Development & Member Colleges to share information including the transfer of grades, credits, and other academic records, where applicable, among other organizations and/or agencies/businesses that provide funding for this training.

Signature _____ **Date** _____



THE FOLLOWING INFORMATION IS OPTIONAL:

Ethnicity

- Asian American/Asian/Pacific Islander
- Black/African American/African
- Hispanic/Latino/Chicano/Spanish
- Native American/American Indian/Alaska Native
- White/Caucasian/European

Sex Male Female

Date of Birth ____/____/____