



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 call (732) 906-4681 for registration information and course descriptions
- **Middlesex County College (Edison campus):** If you have **fewer than 10 participating employees** -- please contact Milena Quiles at MQuiles@middlesexcc.edu or 732-906-4681 for registration information and course descriptions.
- **Carteret Public Library (Carteret):** If you have **fewer than 10 participating employees** -- please contact Milena Quiles at MQuiles@middlesexcc.edu or 732-906-4681 for registration information and course descriptions.



*Milena Quiles,
Client Care Coordinator
The Institute at Middlesex County College
732.548.6000 X3761
MQuiles@middlesexcc.edu*

NJBIA 2011 Schedule
Carteret Public Library
100 Cooke Ave., Carteret NJ 07008
732. 541.3830
January 11 - April 30, 2011

	Course	Date	Time	Days	Instructor
1	Intro to email	January 11 & 13	1:00 - 5:00p.m.	T, Th	
2	Word I 2003	January 15 & 22	9:00 - 1:00p.m.	S	
3	ESL I	January 18 - March 24	10:00 - 12:00p.m.	T, Th	
4	Excel I 2003	January 24 & 26	9:00 - 1:00p.m.	M, W	
5	Word II 2003	January 31 & February 2	9:00 - 1:00p.m.	M,W	
6	ESL I	February 1 - April 7	6:00 - 8:00p.m.	T, Th	
7	Basic Math Skills	February 2, 9, 16 & 23	1:00 - 5:00p.m.	W	
8	Excel II 2003	February 8 & 10	1:00 - 5:00p.m.	T, Th	
9	Basic Writing Skills	February 7 - 28 NO class Feb. 21	10:00 - 12:00p.m.	M, W	
10	ESL II	February 14 - April 25 NO class Feb. 21	6:00 - 8:00p.m.	M, W	
11	ESL I	February 22 - April 28	1:00 - 3:00p.m.	T, Th	
12	ESL II	February 26 - April 30	9:00 - 1:00p.m.	S	
13	Customer Service Skills	February 28 - March 16	1:00 - 3:00p.m.	M, W	
14	Intro to email	March 14 & 16	9:00 - 1:00p.m.	M, W	
15	Word I 2003	March 21 & 23	9:00 - 1:00p.m.	M, W	
16	Excel I 2003	March 21 & 23	1:00 - 5:00p.m.	M, W	
17	ESL II	March 28 - April 27	9:00 - 1:00p.m.	M, W	
18	Word II 2003	April 5 & 7	9:00 - 1:00p.m.	T, Th	
19	Excel II 2003	April 12 & 14	9:00 - 1:00p.m.	T, Th	
20	Basic Writing Skills	April 18 - 25	1:00 - 5:00p.m.	M, W	

If you have any questions please contact me:

Milena Quiles

Milena Quiles, Client Care Coordinator
The Institute at Middlesex County College
Office: 732.548.6000 Ext. 3761
Main: 732.906.4681
Fax: 732.906.4689

Employee Information:

If you are employed by a company in the State of New Jersey, you're eligible to participate in a FREE training program designed to help you improve your 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. This program offers FREE courses through the NJBIA Grant, these courses include:

- Word level I and II (versions 2003 & 2007)
- Excel level I and II (versions 2003 & 2007)
- Outlook (versions 2003 & 2007)
- Intro to Email
- ESL level I and II
- Basic Communication for improved customer service
- Basic Writing skills
- Basic Math skills
- Basic Verbal Skills
- Customer service skills

These courses are offered in Middlesex County College (Edison Campus) and at Carteret Public Library (Carteret). To take advantage of this Grant you must be employed by a company in NJ and provide the company's FEIN and your SS#. If you are unemployed you will go on a waiting list, this waiting list also applies if your spouse is working in a NJ based company (because it's your spouse and not you) or you live in NJ but work in NY (Your company must be in NJ).

To register you must fill in a registration form, please note that you must fill in one form for each class (3 courses = 3 forms) and make sure you fill in the correct form, since the Carteret form is different from the MCC form. Also please fill in the registration forms completely and neatly, especially your employer's FEIN (Federal Employee Identification Number) and your SS#. You can ask your company's Human Resources Department or your Superior for the FEIN, the FEIN is the company's Tax ID number, I cannot register anyone without an FEIN or a SS#, so make sure you fill this out. If you are self-employed without a FEIN, you are considered unemployed and will go on a waiting list like I explained above. If you have any questions please contact me. Good luck and have a nice day!



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Free Courses at Carteret Public Library

- 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.*

Please fill in completely and neatly

**** 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 ___/___/___