



Free Computer Training Classes

Brought to you by Carroll Gardens Association, Inc.

Carroll Gardens Association, Inc. is offering two types of free computer training classes: Introduction to Computers and Microsoft Office.

One training cycle will be offered on **Computer Basics**. This course is specifically geared to those who have absolutely no background in computers. Participants will learn about computer operating systems, how to surf the internet, send emails, as well as an introduction to Microsoft Word. After completing the three-week program, participants will receive a Certification of Completion in Introduction to Computers.

Four training cycles will be offered on **Microsoft Office**. This is a beginner-level course on MS Word, MS Excel, and MS PowerPoint. Participants will also have the opportunity to develop their workforce readiness skills through tips on resume writing, searching for jobs, etc. Upon successful completion of the five-week program, participants will receive a Certificate of Completion in Microsoft Office.

Due to **limited space**, registration is offered on a **first-come, first-served** basis. **We require that participants commit to completing the course.**

Computer Training Information

Location: 201 Columbia Street, Brooklyn, NY 11231 (between Sackett & DeGraw Streets)
Schedule: 5:30 p.m. – 7:30 p.m.; Mondays & Tuesdays
Duration: Computer Basics (3 weeks), Microsoft Office (5 weeks)
Instructor: Ms. Toni M. Musa

Please indicate which Training Cycle you are interested in participating:

_____ First Training Cycle: Microsoft Office Jan. 27 – Feb. 25, 2014
_____ Second Training Cycle: Computer Basics Mar. 3 – Mar. 18, 2014
_____ Third Training Cycle: Microsoft Office Mar. 24 – Apr. 22, 2014
_____ Fourth Training Cycle: Microsoft Office Apr. 28 – May 27, 2014
_____ Fifth Training Cycle: Microsoft Office June 2 – June 30, 2014

Registration for Participants

Name: _____ Age: _____
Address: _____
Home Phone #: _____ Work: _____ Cell: _____
Email: _____
Do you know how to operate a computer? Yes No
Level of experience with computers: Beginner Intermediate Advanced
Expectations: _____

Please Indicate If Any of These Following Categories Apply To You

_____ South Brooklyn Resident _____ Veteran _____ Low-income Individual
_____ Unemployed _____ ESL _____ Minority
_____ Person with Disabilities _____ Youth (18-24 yrs.) _____ Senior (65 yrs. & older)

For more information, please contact us at: Carroll Gardens Association, Inc., 201 Columbia St., Brooklyn, NY 11231
Tel: (718) 243-9301; Fax: (718) 243-9304; Email: info@carrollgardensassociation.com