



# 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.

**Introduction to Computers** 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 two-week program, participants will receive a Certification of Completion in Introduction to Computers.

**Microsoft Office** 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 six-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: 5:45 p.m. – 7:45 p.m.; Mondays & Tuesdays

Duration: Introduction to Computers (2 weeks), Microsoft Office (6 weeks)

Please indicate which Training Cycle you are interested in participating:

- |   |                     |   |                   |
|---|---------------------|---|-------------------|
| <input type="checkbox"/> 1st Cycle: Intro. to Computers | 9/15/14 – 9/23/14   | <input type="checkbox"/> 5th Cycle: Microsoft Office    | 1/26/15 – 3/10/15 |
| <input type="checkbox"/> 2nd Cycle: Microsoft Office    | 9/29/14 – 11/3/14   | <input type="checkbox"/> 6th Cycle: Microsoft Office    | 3/16/15 – 4/21/15 |
| <input type="checkbox"/> 3rd Cycle: Microsoft Office    | 11/10/14 – 12/16/14 | <input type="checkbox"/> 7th Cycle: Intro. to Computers | 4/27/15 – 5/5/15  |
| <input type="checkbox"/> 4th Cycle: Intro. to Computers | 1/5/15 – 1/13/15    | <input type="checkbox"/> 8th Cycle: Microsoft Office    | 5/11/15 – 6/23/15 |

## 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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> South Brooklyn Resident  | <input type="checkbox"/> Veteran            | <input type="checkbox"/> Low-income Individual    |
| <input type="checkbox"/> Unemployed               | <input type="checkbox"/> ESL                | <input type="checkbox"/> Minority                 |
| <input type="checkbox"/> Person with Disabilities | <input type="checkbox"/> Youth (18-24 yrs.) | <input type="checkbox"/> 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