

Upcoming Classes at CTP

- **Computer Essentials** is a great introductory class for those with beginner-level computer skills or who have out-of-date computer experience. This class focuses on basic computer usage and can help prepare a student for taking Computer Skills Bootcamp.
January 6th - January 23rd
Monday through Thursday, 10 a.m. to 12 p.m.
- **Computer Skills Bootcamp** is for those more comfortable using computers. It focuses on the development of efficient, professional use of the computer as well as professional accountability. The class works on several projects one of which is a Career Research Project that can be an excellent way for consumers to clarify their career goals and identify an action plan to achieve it.
January 6th - January 30th
Monday through Thursday, 10 a.m. to 1 p.m.

**Our program is open enrollment; new classes begin every month.*

To learn more about our services, please visit our website:

<https://www.ctpberk.org/training/>

Upon completion of the course, we will discuss the next steps with DOR and make specific recommendations.

Useful touch typing site: freetypingame.net

Referrals: 510 849-2911 ext. 4003, admissions@ctpberk.org