



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

Short Term Computer Training & Assessment Classes

Computer Essentials • \$750 • 3 Weeks Monday-Thursday 10-12

Computer class for beginners. Use of mouse, keyboard, Windows 10 navigation, Word, email, Internet search & more. Work readiness evaluation.

Computer Skills Bootcamp • \$1500 • 4 Weeks Monday-Thursday 10-1

Basic to intermediate computer training. Typing, Internet search, email, Word, PowerPoint, Google Docs, advanced electives & more. Work readiness, career evaluation and skills evaluation.

PRO Customer Service & Administrative Training (PRO)*

- **\$4,500 for training, \$2,200 for Employment Services**
- **3 Months-long Monday-Friday 2-5**

Computer skills including Word, Excel and more. Job skills including customer service, cash register, phones, filing, resume development, interview and job application practice. Customer service & food handling certificates. Ideal for TPP/youth and those with significant work-history gaps.

Computer Technician Training (CTT)*

- **\$6,500 for training, \$2,200 for Employment Services**
- **4 Months-long (includes 160-hour externship) Monday-Friday 2-5**

Computer technician job training. Covers: PC hardware, software, troubleshooting, endpoint management, networking and associated soft skills.

Our Training Programs (PRO & CTT) include intensive, on-going Employment Services classes, employment preparation and job search support.

[We work with your consumer until they are placed!](#)

*Computer Skills Bootcamp is a pre-requisite class for PRO and CTT.