

Internal Use Only: Initial _____

Date _____

ID _____

Pratt Center for Technology Training... 301 N. Broadway, Baltimore, MD 21231... (410) 545-0702 Fax...(410) 545-3808

NAME: _____

(PLEASE PRINT)

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #: _____

 Previously
 Attended
 Classes?
 Y / N

Please fill out the Pre-Registration Form below. Indicate the day and time you prefer by placing a check mark in the box next to each class you wish to attend. If you need assistance filling out the form, or have questions, please contact us. Enrollment period – **Tuesday, August 29, 2006 through Friday, October 6, 2006**. We must receive your completed pre-registration form on or before **Friday, October 6, 2006**.

You will be sent a letter, approximately two weeks before your class or class series begins. **Read the Registration letter carefully. You must respond back to us using one of the methods indicated in the letter.** Spaces will be filled on a first-come, first-serve basis. Previous class participants will be considered after new registrants are enrolled.

The free classes listed below are offered at the **PRATT CENTER FOR TECHNOLOGY TRAINING (PCTT)**, located at 301 North Broadway at the corner of Orleans Street, near Johns Hopkins Hospital. Class participants for the (PCTT) training sessions listed below, must be at least 18 years of age. Children are not allowed in these training classes. You must attend all sessions to receive a Certificate.

Please choose one day of the week: **EITHER** Tuesdays **OR** Wednesdays **OR** Thursdays that you would like to attend our series of classes. **You will come to class once a week, for 6-weeks.**

Class Pre-Registration Form **Please do not detach MARK ALL the classes in one COLUMN only!**

You MAY choose to attend EITHER morning or evening classes – NOT BOTH!	Tuesday Morning 10:00 – 12noon ↓ ↓ ↓ ↓	Tuesday Evening 5:30 – 7:30pm ↓ ↓ ↓ ↓	Wednesday Evening 5:30 – 7:30pm ↓ ↓ ↓ ↓	Thursday Morning 10:00 – 12noon ↓ ↓ ↓ ↓	Thursday Evening 5:30 – 7:30pm ↓ ↓ ↓ ↓
Introduction to Computers & Windows	<input type="checkbox"/> Oct. 24	<input type="checkbox"/> Oct. 24	<input type="checkbox"/> Oct. 25	<input type="checkbox"/> Oct. 26	<input type="checkbox"/> Oct. 26
Microsoft WORD Part 1 & Part 2 *(Make-up class due to Election Day Nov. 7)	<input type="checkbox"/> Oct. 31 & * Nov. 21	<input type="checkbox"/> Oct. 31 & * Nov. 21	<input type="checkbox"/> Nov. 1 & Nov. 8	<input type="checkbox"/> Nov. 2 & Nov. 9	<input type="checkbox"/> Nov. 2 & Nov. 9
Introduction to the Internet	<input type="checkbox"/> Nov. 14	<input type="checkbox"/> Nov. 14	<input type="checkbox"/> Nov. 15	<input type="checkbox"/> Nov. 16	<input type="checkbox"/> Nov. 16
Microsoft EXCEL Part 1 & Part 2	<input type="checkbox"/> Nov. 28 & Dec. 5	<input type="checkbox"/> Nov. 28 & Dec. 5	<input type="checkbox"/> Nov. 29 & Dec. 6	<input type="checkbox"/> Nov. 30 & Dec. 7	<input type="checkbox"/> Nov. 30 & Dec. 7

You will be considered for the next six-week series, if you call to confirm and classes are full.

The following classes are also available, but offered **ONLY at the Broadway location**. Place a check mark beside each class that you are interested in attending. You will receive notification for these classes.

<input type="checkbox"/> * Skill Builder's Workshop (Choose one)	<input type="checkbox"/> Fri., Oct. 13, 2006 <input type="checkbox"/> Fri., Oct. 20, 2006	9am-12pm
<input type="checkbox"/> * Microsoft PowerPoint (choose one)	<input type="checkbox"/> Tues., Oct. 10 & 17 <input type="checkbox"/> Thurs., Oct. 12 & 19	5pm-8pm 9am-12pm
<input type="checkbox"/> * Keyboarding / Office Computer Applications	Wed., Sept. 20 thru Dec 13	3pm-5pm
<input type="checkbox"/> * Microsoft Publisher (choose one)	<input type="checkbox"/> Wed., Oct. 11 & 18 <input type="checkbox"/> Thurs., Oct. 12 & 19	9am-12pm 5pm-8pm
<input type="checkbox"/> * Senior Tec (ages 55 and over)	Wed., Sept. 6 thru Nov. 15	10am-11:30am (Every other Wednesday)

*The Skill Builder's Workshop helps to develop mouse skills, in addition to becoming acquainted with basic PC applications. Microsoft Publisher is intended for adult computer users who already possess basic Word processing skills. The Microsoft PowerPoint class is designed for adult computer users who are able to work independently. Users must possess strong Word Processing Skills. Keyboarding/Computer and Office Applications, develops and enhances (Touch Method) skills and applies skills learned to produce non-technical documents. SeniorTec For adults 55 and older -Classes will teach the basics of using the computer, Microsoft Word, and the Internet.