



**T&E Program**

## 免費青少年英語及電腦班招生

### 提供就業及大學升學服務 (面對面授課)

**報名時間：** 星期一至星期五：上午 9:30-12:30；下午 1:30-4:30

**地點：** 人力中心青少年職業培訓部 (T&E Program)  
55 Chrystie Street, 2nd Floor, New York, NY 10002

**課程和服務：** 基本電腦應用(Word, Excel, PowerPoint), 指法打字；就業輔導：簡歷寫作, 見工面談, 職場文化, 了解及明確自己在就業或升學方面最佳的選項；日常英語, 美國文化及大學入學考試 (ACT 包括閱讀寫作和數學)；所有大學入學及助學金申請相關事宜；有地鐵卡補助和每小時\$18 的帶薪實習機會，並提供為期一年的就業和升學後續服務。

**上課時間：** 2023 年 4 月 3 日至 2023 年 6 月 23 日 (共十二周)  
(星期一至星期五；上午 9:30 至下午 4:30)

**申請資格：**

1. 年齡 16-24 歲
2. 美國公民、永久居民、或其它可在美國合法居留和工作
3. 居住在紐約市五大區內
4. 家庭收入需符合政府規定低收入標準

**報名需備證件：**

1. 生日證明 (出生證、護照、綠卡、或其它身份證明)
2. 社安卡
3. 住址
4. 家庭人數
5. 家庭收入
6. 高中畢業證書 (輟學或其它證明)
7. 18 歲或以上男士需備兵役登記證明

**查詢電話：** (646) 292-9673, Charlie 或 (646) 292-9680, Shirley

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*C M P is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

*TTY: 1 800 662-1220*



## T&E Program

55 Chrystie Street, 2nd Fl. | New York | NY 10002 | P - 212.571.1690 | F – 212.571.1686 | [www.cmpny.org](http://www.cmpny.org)

## Free Computer Training & ESL Class (In-Person)

*Job Placement & College Application Assistance Available*

<b>LOCATION:</b>	<b>CMP Train &amp; Earn Program (T&amp;E)</b> 55 Chrystie Street, 2nd Fl., New York, NY 10002
<b>REGISTRATION:</b>	Monday through Friday 9:30 am to 12:30 pm and 1:30 pm to 4:30 pm
<b>CLASSES &amp; SERVICES:</b>	<b>Computer:</b> Microsoft Office (Word, Excel, PowerPoint and Access) & Keyboarding skills; <b>Basic Skills:</b> Reading, Writing and Math; <b>Work Readiness:</b> Resume, Cover Letter, Job Search and Interview Skills, Job Market Information and Career Exploration. <b>English as a Second Language (ESL) &amp; college preparation</b> Financial Literacy Education & Free Bank Account Paid Internship Opportunities & One-year Follow-up Services
<b>CLASS SCHEDULE:</b>	<b>April 3, 2023 to June 23, 2023</b> (12 Weeks) Monday through Friday, 9:30 am to 4:30 pm
<b>ELEGIBILITY:</b>	<ol style="list-style-type: none"><li>1. 16-24 Years Old;</li><li>2. Citizen, Permanent Resident, or Other Legal Residents with Work Permit;</li><li>3. Reside in the Five Boroughs of New York City;</li><li>4. Meet Government Low Income Eligibility Requirements if a High School Graduate.</li></ol>
<b>REGISTRATION DOCUMENTS:</b>	<ol style="list-style-type: none"><li>1. <b>Proof of Date of Birth</b></li><li>2. <b>Social Security Card;</b></li><li>3. Address;</li><li>4. Family Size;</li><li>5. Family Income;</li><li>6. High School Diploma (or drop-out letter);</li><li>7. <b>Selective Service Registration</b> (males 18 and older only)</li></ol>
<b>INFORMATION:</b>	<b>(646) 292-9673</b> , Charlie, or <b>(646) 292-9680</b> , Shirley

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