

## Instructor-led classes

### April 2007 Schedule

Enroll today! Call 1-800-497- LINK (5465), option 3 or send email to [futurelink@cael.org](mailto:futurelink@cael.org)

<b>UTB-R Prep</b>					
<p><b>Prepare for the primary selection test for all Associate positions.</b> Skill areas covered include reading comprehension, basic math, clerical speed and accuracy, number series, spatial visualization and spelling. Class meets 3 hours once a week for 8 weeks.</p>					
No.	Location	City, State	Begins	Ends	Time
	2055 L Street	Washington, DC	Now Forming		
	3901 Calverton Blvd #3	Beltsville, MD	Now Forming		

<b>Intro to Telecommunications Technology</b>					
<p><b>Learn how to read and comprehend technical information.</b> Class meets 2.5 hours once a week for 9 weeks.</p>					
No.	Location	City, State	Begins	Ends	Time
	657 Florida Grove Road	Hopelawn, NJ	Now Forming		
	3011 Hungary Spring Road	Richmond, VA	Now Forming		

<b>TMC or FLMC Prep Class</b>					
<p>Instructional Material and practice Test for those people who want to take the Technicians Mini-course or FAC/LAS secondary test. Class meets 2.5 hours once a week for 3 weeks</p>					
No.	Location	City, State	Begins	Ends	Time
	<b>TMC</b> 368 E. Bay Avenue	Manahawkin, NJ	Now Forming		

<b>Customer Contact</b>					
<p><b>Learn how to communicate more effectively, handle customers and prepare for the CART and CCE-R.</b> Class meets 3 hours once a week for 5 weeks.</p>					
No.	Location	City, State	Begins	Ends	Time
	1500 McCorkle Avenue	Charleston, WV	Now Forming		

<b>Workplace Spanish</b>					
<p><b>Learn how to pronounce important, frequently used customer service terms in Latin American Spanish.</b> You'll gain the skills and confidence to use basic expressions while enjoying some fun in this non-traditional course. <i>The course is not intended to prepare you for the Verizon bilingual test.</i> Class meets for 2 hours <u>twice</u> a week for 4 weeks.</p>					
No.	Location	City, State	Begins	Ends	Time
	175 Park Avenue	Madison, NJ	Now Forming		
	416 7 <sup>th</sup> Avenue	Pittsburgh, PA	Now Forming		
	2980 Fairview Park Drive	Falls Church, VA	Now Forming		
	10 N Nansemond Street	Richmond, VA	Now Forming		
	3131 B Sewells Point Rd	Norfolk, VA	Now Forming		