

## Partner with Byte Back on the Pathway to Success

*Byte Back provides a pathway of inclusive tech training that leads to living-wage careers. Free training helps graduates gain invaluable skills, experience higher rates of self-confidence, and launch successful new careers.*

All courses include career readiness to prepare students for living-wage careers using technology. Cost is based on 10 enrollments per class. Prices are effective through December 31, 2019.

### **Computer Foundations 1** | Prerequisite: None | 24 hours | Cost: \$7,200

Students build a foundation of digital career skills: type, use a mouse, use email and internet, and understand computer functions and storage.

### **Computer Foundations 2** | Prerequisite: Pass Foundations 1 or assessment | 54 hours | Cost: \$18,800

Students acquire intermediate skills in Microsoft Office – Excel, PowerPoint, and Word – and participate in Get Ready: Career Skills. Students will be prepared to move up and succeed in certifications courses.

### **Professional Tracks**

Individual attention in small classes helps Byte Back students succeed on industry-recognized certification exams. Courses are coupled with career readiness training to help graduates get hired. Certifications provide crucial credentials that increase graduates' earning potential.

Who are Professional Tracks for?

- Adults authorized to work in the US who hold a high school diploma or GED
- Job seekers who will dedicate time and effort to learning new skills to get certified and hired



### **ADMINISTRATIVE PROFESSIONAL TRACK** | Prerequisite: Pass Foundations 2 and assessments **Microsoft Office Specialist (MOS), Excel** | 105 hours | Cost: \$40,000

Students gain proven skills in Microsoft Excel and the ability to complete on-the-job tasks using functions, spreadsheet and workbook manipulation, charts, formatting, and more.

### **Microsoft Office Specialist (MOS), Outlook** | 80 hours | Cost: \$33,100

In this course, students learn to manage Outlook emails, calendars, contacts, task lists, and journals as well as advanced backstage functions of Microsoft Office.

### **Microsoft Office Specialist (MOS), Word [pilot]** | 105 hours | Cost: \$40,000

Students gain proven skills in Microsoft Word.



### **IT PROFESSIONAL TRACK** | Prerequisite: Pass Foundations 2 and assessments **CompTIA IT Fundamentals** | 105 hours | Cost: \$36,700

Students identify parts, set up a workstation, connect to a network, apply security measures, and perform routine maintenance. This is a foundation to IT and prerequisite to CompTIA A+.

### **CompTIA A+** | 210 hours | Cost: \$90,800

The CompTIA A+ Certification is the international industry standard for computer support technicians. Certification proves competence in installation, maintenance, networking, security, and troubleshooting. Students gain foundational knowledge and skills for a career in technical support.