**If you're interested in an IT or Administrative career, this training could be a good option.**

**1. Organization providing the training:**

Byte Back: https://byteback.org/

**2. Physical location where training occurs:**

Byte Back offers in-person, virtual, and hybrid classes. In-person classes take place in DC and Baltimore:

DC:
899 North Capitol Street NE, Suite 850
Washington, DC 20002

Baltimore:
2519 North Charles Street, Suite 102
Baltimore, MD 21218

**3. Description of the training offered:**

Byte Back offers two categories of training:
- Computer Foundations 1 & 2 are for adults that are new to computers or need to update their skills.
- Professional Tracks are for students who have mastered essential skills and are ready to earn industry-recognized certifications, get personalized career coaching, and launch a career using technology.

**4. Trainees have the opportunity to earn the following industry-recognized certifications:**

- CompTIA A+
- Microsoft Office Specialist (MOS) Word
- Microsoft Office Specialist (MOS) Excel

**5. Am I eligible? Those who are eligible must be over the age of 18 and have a High School diploma or GED. For certification classes, there are salary requirements that will be shared once the individual is contacted to begin the Admissions process.**

- Must be 18 or older

- Have a High School diploma or GED®

Note- Professional Track certification classes are open to those meeting income limits and passing entrance assessments.

## 6. What is the application process?

The courses start at different levels with a variety of goals in mind, allowing the participant to jump in at their level and work toward the future they want – with the support they need.  All Byte Back classes are free for Scholars, thanks to generous funding from our partners, including local governments, foundations, corporations, and individuals.  Our Admissions process is described on our website: https://byteback.org/apply/admission-process/ and includes five steps:
1. Submit an application online: https://byteback.org/apply/
2. Attend an Information Session: attend a live Info Session virtually or in-person or watch a recorded Info Session on your own time
3. Take an assessment test
4. Have a one-on-one discussion with our Admissions Specialist about your goals and how we can help you achieve them
5. Submit required documents to complete your enrollment

## 7. How much can I expect to earn if I complete this program and obtain employment in my field of certification?

Professional Track graduates working in their field of certification can expect to earn $40,000 to $66,000 a year.

## 8: How much do I have to pay for this program?

There is no cost to participants.

## 9. Where can I find more information?

Visit our webpage: https://byteback.org/