

YOUR PATH TO A NEW CAREER



FREE Tech Training

Classes are for DC and Maryland adults, who are excited to learn and ready for a new career using technology.

What You Get at Byte Back ...

- Training starts at your level - learn to type and email and work your way up to Microsoft and IT certifications.
- Hands-on learning and tutoring
- Networking, mentoring, and tech job tours

Registration is first-come, first-served for beginner and intermediate classes. You must pass an entrance exam for intermediate and advanced certification courses.



For updates and to find the course that's right for you, visit us at

byteback.org/learn
or (202) 529-3395.



Byte Back
899 North Capitol Street NE
Suite 850
Washington, DC 20002

Classes are offered at no cost to eligible students thanks to generous grants from the government, foundations, corporations, and individuals.



Byte Back Courses: The Pathway to Success

Byte Back improves economic opportunity by providing computer training and career preparation to underserved Washington, DC metro area residents. Our free training helps underserved adults gain invaluable skills, experience higher rates of self-confidence, and launch successful new careers.

Beginner and Intermediate Courses

PC for Beginners

Prerequisite: None | Duration: 6 weeks (24 hours)

Students learn to type; use a mouse; use email and internet; and understand computer functions, files, and storage.

Office Track

Prerequisite: Pass PC for Beginners or assessment | Duration: 6-12 weeks (48 hours)

Students acquire intermediate skills in Microsoft Office – Excel, PowerPoint, and Word. Students who pass are recognized at a graduation ceremony and receive a certificate.

Certification Courses

Prerequisite: Pass a skills assessment and interview with admissions staff

IT Professional Track

CompTIA IT Fundamentals

Duration: 8 weeks (96 hours)

Students learn to identify computer 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+

Duration: 18 weeks (195 hours)

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.

Business Support Track

Microsoft Office Specialist (MOS) in Outlook

Duration: 6-8 weeks (72 hours)

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) in Excel

Duration: 8 weeks (96 hours)

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.



**For current registration information,
call (202) 529-3395 or visit byteback.org**