

CCAC MODERN OFFICE SYSTEMS TRAINING

PROGRAM BRIEF

Programs/Services Provided. The MOST Program provides FREE up-to-date, quality office technology training to unemployed and underemployed individuals for the purpose of developing employment skills that will lead to self-sufficiency and career advancement. The MOST Program:

- Is open entry and many courses are individualized
- Awards college credit for advanced placement with CCAC Boyce Campus
- Follows graduates to assist with future employment needs

Enrollment and Free Training. MOST is an open-entry program with new classes starting every three weeks. The Participant must meet the following conditions to receive this free training:

- The Program meets the career goals of the participant
- The participant is genuinely interested in office technologies and a training-related job
- The participant meets income eligibility

Training Days and Hours. The Program is approximately 500 hours of instruction and practice. Students may train part or full time and can complete in as few as four months. Students receive an individual training plan based on their interests and hours per week.

- Part-time hours must be at least 15 hours
- Full-time hours are up to 32 hours per week
- Days and Hours—Monday to Thursday, 8 AM to 4PM

Locations. CCAC MOST has two locations.

- Braddock Employment and Training Center, 849 Braddock Avenue, Braddock
- Catholic Charities, 212 Ninth Avenue to serve City of Pittsburgh residents

Getting Started. An interview is conducted to assess the eligibility and interests of the individual and address any barriers to success. If interested, the person is invited to join the next available cohort.

- Call 412-273-6440 X2 for an interview

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