

Community Training & Development
Career Preparation & Training Program
Phase I – Career Preparation

The Career Preparation and Training Program is designed to assist job seekers explore in-demand career fields.

Phase I - Career Preparation: includes in-class time of 36-hours and additional time outside of class to complete assignments and build on existing skills.

Classes are virtual at this time and 80% attendance is required to be eligible for Phase II. Class is offered when there is sufficient enrollment.

Start Date: October 5, 2021

End Date: November 11, 2021

Days: Tuesday and Thursday

Time: 9:00 am – 12:00 pm

Duration: 6 weeks

Basic computer skills are required: virtual Zoom classroom, Microsoft Word, and ability to add assignments to CCAC Blackboard (Instructor will review the CCAC Blackboard system).

The following content is included:

- Personal assessments – interests, strengths, values, and preferences
- Attributes of careers - tasks involved, working conditions, average salary
- Qualifications - education or experience needed to obtain job
- Future possibilities - how some careers connect to others, education needed for career advancement
- Skills assessments – math, computer, communication, problem solving, professionalism
- Identifying and setting goals
- Stress management
- Resume, cover letter and thank you letters
- Interview and negotiation skills
- Networking and mentorship
- Soft Skills – motivation, focus, civility, time management, teamwork

Phase II - Career Training: after successfully completing Phase I the student will be eligible for free training in one of the following programs. Detailed descriptions are included on next pages. Please complete a referral form and follow directions on form to submit to CCAC for processing.

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Phase II – Training Programs

ON CAMPUS, FACE-TO-FACE TRAINING

Certified Nursing Assistant

This training program prepares you to become a helping professional caring for older adults. This type of work requires a compassionate and patient personality. The daily work includes bathing, feeding, and taking vitals. This work includes handling bodily fluids.

Completion of the program requires passing the Pennsylvania Nursing Assistant Registry Exam. Act 33/34 and FBI clearances and a two-step TB test are required prior to starting the training program.

The program is conducted Monday through Friday, 8:30am-4:00pm and includes content listed below. Attendance is required for all 26 classes. Limited classes are offered at this time.

- Theory - 13 days of on campus, face-to-face education (Braddock Hills Center)
- Clinical - 13 days of worksite, hands-on work with older adults at a local Long Term Care facility.

You will be prepared to work in an entry-level Certified Nurse Assistant position earning approximately \$15-17 per hour (some companies provide a sign-on bonus).

CompTIA A+ Certification (IT Support Professional)

This training prepares you to work as an entry-level Information Technology (IT) support professional (help desk operator) assisting customers who are experiencing issues with their computers, phones, etc. A high-level of patience, understanding and ability to multi-task is necessary to help individuals who are not tech savvy. Training is offered when there is sufficient enrollment.

Completion of the training program requires passing two exams that cover the following content:

- Baseline security skills for IT support professionals
- Configure device operating systems (Windows, Mac, Linus, Chrome OS, Android, iOS) and administer client-based as well as cloud-based (SaaS) software
- Troubleshoot and problem solve core service and support challenges while applying the best practices for documentation, change management and scripting
- Support for basic IT infrastructure and networking
- Configure and support PC, mobile and IoT device hardware
- Implement basic data backup and recovery methods and apply data storage and management best practices

You will be prepared to work in an entry-level Information Technology position earning approximately \$20.00 per hour.

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OFF CAMPUS, VIRTUAL TRAINING

Health Information Technology

This training course will provide you with an entry-level Health Information Technology (HIT) skill set. Employment opportunities can be found in many areas of the healthcare field such as medical coder, data analyst, and clinical documentation specialist. Students should already have a basic working knowledge of Word and Excel software to successfully complete this course. Training is 20 weeks, 1 day per week, 3 hours per day. Training is offered when there is sufficient enrollment.

The following content is included:

- Medical Terminology
- Excel Formulas and more
- Health Statistics

You will be prepared to work in an entry-level medical office setting earning approximately \$20 per hour.

Microsoft Office Certification

This certification training course will teach you how to use the Microsoft Office Suite at an advanced level. Build your expertise through hands-on exercises, in-depth course material, and supplemental video demonstrations. Software requirements for this course: Windows 10 or later, Word, Excel, PowerPoint, Outlook (not included in enrollment cost), Adobe Acrobat Reader.

The following content is included:

- Advanced skills and techniques to best use Microsoft Office 2019 programs Word, Excel, PowerPoint, and Outlook
- Create professional Word documents
- Present information in a compelling way using PowerPoint
- Organize lists, utilize spreadsheets, and manage other data with Excel
- Send messages, manage calendars, and collaborate with coworkers across Outlook

You will be prepared to work in a variety of administrative office settings earning approximately \$15-20 per hour (salary dependent on prior administrative assistant experience).

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APPRENTICESHIP PROGRAMS*

HYBRID TRAINING (combination of on campus and on-the-job training)

**Must be employed by one of the apprenticeship companies through assistance from CCAC. Every employer has different requirements for employment; they may require a background check and/or drug test.*

Industrial Manufacturing Technician

This is a learn while you earn, on-the-job training program. You will acquire skills and knowledge as a front-line manufacturing production worker. A wide-range of settings will be explored from food processing or metal fabrication to plastics or bio-medical production. At least an 8th grade level reading and math comprehension is required.

The following content is included:

- Set up, operate, monitor, and control production equipment
- Improve manufacturing processes and schedules to meet customer requirements
- Efficiently and safely manage time and materials

Mechatronics

This is a learn while you earn, on-the-job training program. You will acquire skills and knowledge needed as an entry-level production worker, inspector, tester, sampler and weigher, electro-mechanical technician, or maintenance technician. Advanced math comprehension is required for this program.

The following content is included:

- Supply Chain Technology
- Process Technology
- Robotics/Artificial Intelligence
- Electrical and Mechanical Systems
- Additive Manufacturing (3D printing)