

**FREE CAREER PREPARATION & DEVELOPMENT**

**PHASE I**

***6-Week Career Preparation & Development Program***

Learn all about career decision making, identify your special skills and interests, explore career paths/training programs, assess and improve employability skills, interview skills, and more!

Dates: **September 12 – October 21**

Days: **TBD**

Time:  **TBD**

Where: **Virtual classroom via Zoom**

Attendance: **Must virtually attend 80% of classes and complete**

**homework to be eligible for FREE paid training**

**in the following programs.**

***Successful completion of the 6-week Career Preparation & Development program will lead you to free training in one of the following CCAC programs:***

**PHASE II**

1. Microsoft Office - work in any office setting earning approximately $15/hour
2. CompTIA A+ - work as Help Desk Operator earning approximately $18-$20/hour
3. Health Information Tech – work as a Medical Administrative Assistant earning approximately $20/hour
4. Certified Nursing Assistant – work in a long-term care or nursing home earning approximately $18-$20/hour
5. Phlebotomist – work in hospitals, doctor offices, medical and diagnostic labs earning approximately $18-$20/hour

**PHASE III**

***Successful completion of the training program of your choice will lead to working with a PA CareerLink counselor to secure your employment.***

Questions about the class or program requirements? Please contact:

Program Coordinator/Instructor - Margaret Hess - [mhess@ccac.edu](mailto:mhess@ccac.edu)

Program Director - Dr. Mary Jo Guercio - [mguercio@ccac.edu](mailto:mguercio@ccac.edu)