



Job Training and Adult Education Programs, updated on 8/14/08

Completing or advancing your education or improving your job skills can help increase your earning potential. Listed here are nonprofit organizations in DC that provide education and job training classes for adults. For more information about each organization's course offerings, contact the organization directly. This resource list is constantly updated to include programs and trainings that CAAB staff are familiar with; however, if you would like to get approval to attend training at another agency or need help choosing the training program(s) that best meet your needs, please call the CAAB office at 202-419-1440.

Organization	Training Offered	Frequency of Classes	Fees
Academy of Hope www.aohdc.org 601 Edgewood St NE, Suite 25 Washington, DC 20017 202-269-6623	<ul style="list-style-type: none"> • GED classes • Computer classes • External Diploma Program (EDP) • Pathways Workforce & College Programs from adults with a high school credentials (Includes college counseling) 	GED & Pathways is Monday – Thursday: 9 am - 12:15 pm 1:30 - 3:30 pm 6:30 - 9 pm. EDP by appointment.	\$30/quarter
Byte Back www.byteback.org 815 Monroe St NE Washington, DC 20017-1757 202-529-3395	All types of computer classes: MS Word, MS Excel, PC Hardware, HTML, PC for beginners, Email and WWW, Powerpoint, Networking Essentials, Web Design and Graphics, Quickbooks	<ul style="list-style-type: none"> • Beginning and Advanced classes meet once/twice a week for 6 weeks. • Fast Track – 2 times per week for 8 weeks. 	Currently no fees for qualifying participants; call for details.

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Carlos Rosario Int'l Career Center and School www.carlosrosario.org 1100 Harvard Street NW Washington, DC 20009 T: 202-797-4700 F: 202-232-6442	<ul style="list-style-type: none"> • They offer different classes geared toward adult education and integration into US society. • Classes for literacy, technology, citizenship, culinary arts and nurse aide training. • College counseling for students 	Daily	\$20 for school ID
Goodwill of Greater Washington www.dcgoodwill.org 2200 South Dakota Ave. NE Washington, DC 20018 T: 202-636-4225 F: 202-526-3994	<ul style="list-style-type: none"> • Assessment and Evaluation • Career and Life Skills Training • Occupational Skills Training • Job Placement and Retention Service • Support Services • Green Jobs Training in Construction & Janitorial Services 	Call for orientation information.	Free; participants in construction program must register with DC Dept. of Employment Services
Samaritan Ministries www.samaritanministry.org 1345 U St SE Washington, DC 20020 202-722-2280 x 318	<ul style="list-style-type: none"> • Next Step self-sufficiency program teaches participants to set life improvement goals for themselves and to determine a series of manageable, specific tasks toward the fulfillment of those goals. • Housing and employment counseling, coaching, and motivation. 	Next Step office hours are Monday – Friday 9 a.m. to 1 p.m.	



Organization	Training Offered	Frequency of Classes	Fees
SOME Center for Employment Training www.some.org 2815 O Street SE Washington, DC 20020 T: 202-583-4655 F: 202-583-4659	Offers training in three career areas: <ul style="list-style-type: none"> • Business & Customer Relations Associate • Medical Administrative Assistant • Building Maintenance Service Tech 	Those interested in applying for admission to the program can call SOME CET directly to schedule an appointment or can walk-in Wednesday or Friday 8:30 – 11 a.m. Bring picture ID, Social Security card and TB test results	Free, if qualified.
Strive DC www.strivedc.org 715 Eye Street, NE, Washington, DC 20002 T: 202-484-1264 F: 202-484-2135	STRIVE DC provides three weeks of intensive attitudinal and job-readiness training, personal assistance in job search, and two years of post-placement support.	Daily; appointments accepted 10 a.m. to 3 p.m.	Free

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Reach4Success 901 G Street NW Washington, DC 20009 202-393-1100 http://www.reach4success.org info@reach4success.org	A program of the Consortium of Universities of the Washington Metropolitan Area located at the Martin Luther King, Jr. Memorial Library. <ul style="list-style-type: none"> • Individual advising and application assistance. • Back to college workshops scheduled each semester. • Information sheets on specialized topics including scholarships for adult learners, distance learning programs, returning to college as an adult learner, selecting and applying to graduate school and more! 	Ongoing	Free
Technical Learning Centers, Inc. www.TLC-Corp.com 1001 Connecticut Ave NW Washington, DC 20036 T: 202-223-3500 F: 202-223-7200	Offers the following certificate programs: <ul style="list-style-type: none"> • PC Specialist program • PC Specialist program Level I • Medical Assistant. 	Morning, evening and night classes. Very flexible as long as participants complete 20 hours per week. Self-paced and lecture.	Varies

Website Resources:

The following websites provide useful resources to individuals who are trying to plan for their education and future careers:

- <http://www.mapping-your-future.org/graduate/>



Provides a general plan for “Ten Steps to Planning Your Future”. Includes information on graduate school programs and provides tools for career research, financial aid and planning your finances.

- <http://www.careerkey.org/>
Offers a career test that you can take for a fee of \$9.95 that measures your skills, abilities, values, and interests. A report includes detailed information about the jobs that fit your profile.
- <http://www.cdm.uwaterloo.ca/steps.asp>
A career development E-manual created by the University of Waterloo. Includes an easy to use chart that allows the user to start at the step that’s most relevant to him or her. Each step is broken down in categories that offer assessment, research and planning tools that can be downloaded.
- http://humanresources.about.com/od/careerplanningbeginncareer/Career_Planning_and_Education_Beginning_a_Career.htm
These career education and career planning articles and links will help you plan and execute your best beginning career moves. Includes information on careers in Human Resources.