



Services

- Offer courses that prepare participants for industry recognized certifications
- Promote student success with support from specialists who provide participants with guidance on academic and career planning
- Develop job readiness workshops
- Organize information sessions that will expose participants to industry experts

Mission

Provide better preparation for DC residents in a wide variety of high demand careers.

Help accelerate careers by providing student support specialists, career counseling, and workshops and trainings designed to help participants succeed.



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D.C. Job Market*

- The District is projected to create over 264,000 job openings between 2008-2018
- I.T. industry is expected to be among the fastest growing of all occupations in D.C. between 2008 and 2018, with 153,430 jobs by 2018
- I.T. is a high wage industry that pays an average annual wage of \$72,342
- Office and administrative support occupations are expected to add over 8,300 new jobs by 2018

*Department of Employment Services, Office of Labor Market Research & Information: Industry and Occupational Projections 2008-2018



AdminTech Academy

The AdminTech Academy is funded by the Department of Labor under the leadership of the UDC-CC

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AdminTech Academy

AdminTech Academy offers courses and certifications that prepare participants for high demand careers in the administrative and information technology field.

The AdminTech Academy targets industries that employ administrative and technical occupations, including administrative assistants, medical office assistants, IT support technicians, system administrators, network administrators, among others.

The AdminTech Academy offers six courses that prepare students for various industry recognized certifications.

- Microsoft Certified Application Specialist
- CompTIA A+
- CompTIA Network+
- Comp TIA Security +
- Electronic Health Records
- Project Management

Visit www.admintechacademy.org and click on "APPLY NOW"



Student Success Specialists

As a participant in the AdminTech Academy, you will work with dedicated student success specialists who provide support to help you master your course work and complete your training.

Specialists will be available for regular consultation and will connect you with extra resources available to help you succeed in your courses. They will provide students with guidance on career goals, academic planning and career assessment tools.

Get Hired, Get Recognized, Get Ahead in your Career!

Why Certify?

- 64% of IT hiring managers rate certifications as having extremely high or high value in validating the skills and expertise of job candidates.*
- 91% of hiring managers consider certification as part of their hiring criteria.**

*CompTIA, Employer Perceptions of IT Training and Certification, January 2011

**Microsoft, Microsoft Certification Program Satisfaction Study, April 2012



Job Readiness Workshops

The AdminTech Academy works to ensure that participants are competitive in the job market and able to secure a meaningful career in the high demand fields of information technology and administration.

The AdminTech Academy will be offering a series of resume workshops where you will be supported in drafting, editing, and submitting your resume to potential employers. Other workshops may include mock interviews and other job readiness skills. These workshops will help you highlight your training credentials, giving you an edge in your job search.