Enroll today!

10-week GED Program and 20-week Job Training Programs

Information Technology

Construction

Medical Administrative Assistant

GED

www.summitworks.org
“Summit helped me realize that there are so many opportunities out in the world to go after! I now work as a Project Manager/Estimator at Tri-Construction.”

- Rodjerick Courtney, Construction Graduate

**WHY SUMMIT ACADEMY?**

**Student Advisors** dedicated to your academic success.

**Experienced Instructors** teach you hands-on skills.

**Transportation** We offer discounted bus cards.

**Gain Certificates and Career Skills Quickly** Lifetime career services with access to our employer partners.

**Women Wear Hard Hats Too** Construction job training support for women.

**Become Your Best You** Gain confidence and economic independence.

**Training for Careers with a Great Salary**... plus benefits

- Construction jobs start at $16-18.50/hour*
- Medical Administrative Assistant jobs start at $16/hour*
- IT jobs start at $17/hour*

**Need Your GED?** It’s not too late!


** Salary figures listed are starting averages based on 2019 wage data
Information Technology

A Service Desk Technician is vital to the IT workforce as they keep the technologies that organizations rely on to do business updated and running smoothly. IT Service Desk Technicians provide technical support and troubleshooting services to clients who need assistance with their computer hardware or software.

- Foundations of both hardware and software technology
- Effective communication and collaboration skills
- Problem-solving techniques
- Microsoft Office
- Applied learning skills
- Networking + computer science principles

Construction

Join the Twin Cities building boom with our popular construction program. Receive a certificate in one of the following specialty fields:

Pre-Apprentice Electrician
Our Electrician training track provides a comprehensive overview of the electrical trade, covering materials and trade practices in class, as well as in the shop. Learn the intricacies of both residential and commercial wiring, all in accordance with the National Electrical Code.

Pre-Apprentice Carpentry
Our Carpentry training track offers a hands-on curriculum that teaches students skills in wood framing, metal stud framing, construction math, print reading and construction safety.

Medical Administrative Assistant

Medical Administrative Assistants are responsible for a wide range of tasks to ensure the office they are managing functions smoothly. MAAs are also known as medical secretaries. They can perform administrative functions for a hospital or clinic through their knowledge of medical terminology and applications.

- HIPAA
- Medical terminology
- Microsoft Office
- Legal and ethical principles

- Medical billing & coding
- Medical office procedure
- Introduction to insurance

GED

We have developed a GED program that will help you complete your GED certificate in just 10 weeks. From there, you can go into one of our certificate programs. What you’ll learn:

- Mathematics
- Reasoning through language arts
- Social studies

- Science
- Interpersonal skills
- Plus you’ll receive personal study plans

We are a certified Pearson VUE testing center, so you’ll take your test on campus at no cost.

*All certificate programs are accredited by the Council on Occupational Education

Summit Prep

We offer a 5-week tutoring program to help students refresh their skills before taking or retaking the GED entrance test.
1. Register for an Information Session by visiting www.summitworks.org. Held every Wednesday at 10 a.m. (walk-ins welcome)

2. Take an entrance exam after the Information Session or by appointment.

3. Enroll before our next classes start!

Career Services coaching can help you become work ready by:

Exploring career options
Assisting with obstacles to employment
Resume, cover letters & job applications

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