Michigan Career & Technical Institute

Training Programs and Support Services

Making you a star in your future career field!
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About MCTI –
The Opportunity School!

A separate entity from the traditional community college or technical school, Michigan Career & Technical Institute (MCTI) has provided training for adults with disabilities in Michigan since 1944. MCTI offers a unique blend of caring support services and state-of-the-art training for business and industry today. MCTI operates under the auspices of the Michigan Department of Health and Human Services, Michigan Rehabilitation Services.

The campus located on the shores of Pine Lake in southwestern Barry County is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board in the dormitory are free. A career assessment service is available to help students explore career options. A full spectrum of health, psychological and social work services is also provided. All classrooms, dormitory rooms, cafeteria, library and leisure services are located in one building for easy accessibility out of the weather. At a reasonable cost, a two- and three-bedroom housing complex and daycare center are available adjacent to campus for students with families.

Depending on aptitude and interest, students may choose to enroll in one of several technical training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association-Commission on Accreditation and School Improvement (NCA-CASI) and by the Commission on Accreditation of Rehabilitation Facilities (CARF). MCTI continues to work with the U.S. Department of Veterans Affairs.

MCTI Mission Statement

The Michigan Career & Technical Institute conducts vocational and technical training programs and provides the supportive services needed to prepare Michigan residents with disabilities for competitive employment.

MCTI Philosophy

At the Michigan Career & Technical Institute, we believe:

- A student is the most important person in our school.
- Our purpose is to provide technical training that meets the needs, interests and abilities of our students.
- Each student is an individual who has dignity and worth, and who should be treated with respect.
- It is our responsibility to provide the opportunities to develop skills that will enhance employment.
- It is our responsibility to involve business and industry in order to provide greater employment opportunities for our students.
- It is our job to promote employment through a wide range of physical, social, cultural, and support services designed to overcome barriers that may interfere with training and employment.
- It is our job to provide the knowledge, skills and attitudes that prepare individuals for employment in a specific trade or vocation, and to assist them to live independently.
Why Choose MCTI?

- MCTI accommodates most disabilities through individualized training and comprehensive services, including interpreters for students who communicate manually.
- An MCTI team works with each student to help him or her meet personal and training objectives.
- A hands-on “learn-by-doing” approach is used in MCTI’s competency-based curriculum.
- Each MCTI training department replicates the modern industrial environment, standards and technology of that field.
- Skilled MCTI graduates get jobs.

Admissions

Students must be 18 years of age or older. MCTI expects that individuals who are referred to MCTI are able to manage in a way that will enable them to succeed.

Suggested criteria to determine if the student is able to manage include the following:

The individual...

- Verbalizes a desire to obtain employment upon training completion.
- Wants to take an active role in his or her rehabilitation and vocational program.
- Verbalizes a motivation and a willingness to learn.
- Can stay on task, enabling him/her to complete the program within specified time frames.
- Has a stabilized disability.
- Understands acceptable social behavior, including getting along with peers, following rules and accepting supervision.
- Can live independently in the MCTI dormitory environment.
- Has the potential to exercise good judgment when balancing academic, social and leisure activities.
- Does not have a history of harming self or others.

Note: Referrals with a Full Scale IQ score between 70 and 75 may be asked to participate in a preadmission interview with MCTI staff to determine if the prospective student has the potential to succeed at MCTI.

Admission to MCTI for a Career Readiness Program, including assessment, does not ensure admission or enrollment into a vocational trade program. Each vocational trade program has specific requirements that must be met prior to enrollment.

Prospective students 18 years of age and older can obtain information about MCTI several ways.

Call the Admissions Office toll free at 877-901-7360 (voice) or 269-664-9294 (TTY).
Visit the website at www.michigan.gov/mcti.
Write the Admissions Office, Michigan Career & Technical Institute, 11611 W. Pine Lake Road, Plainwell, MI 49080.
Come Tour MCTI!

MCTI highly recommends that prospective students make a reservation to visit the school (it’s not mandatory). Tours are offered on designated Wednesdays. On these visitation days, prospective students receive an overview of all programs and tour the facility. Wheelchair and interpreter services are available upon request.

Referral Agencies

- Michigan Rehabilitation Services
- Bureau of Services for Blind Persons
- Veterans Affairs
- Private rehabilitation agencies

School Calendar

MCTI operates on four 10-week terms per year. The school year begins in late August/early September and runs through the middle of July. Start times are:

- Late August/early September
- Mid-February
- Mid-November
- Early May

The holiday breaks are usually the third week in December through New Year’s Day; spring break (one week in late March); a short Thanksgiving break, plus two three-day weekends in January and February.

Enrollment Times

- Enrollment into most MCTI training programs occurs four times a year: September, November, February and May.
- Enrollment in Career Assessment Services and the Career Readiness Center occurs every five weeks (between September and June).
- Note: Grounds Maintenance and Landscaping enrollments are accepted in fall and spring terms only.
- Each program at MCTI has its own enrollment list.

If a prospective student meets the entrance criteria of the training program he or she has selected, the Admissions program manager will place his/her name on the waiting list of that program and send a projected enrollment letter. Students’ names are placed on the waiting list and they are invited for admittance in the order of application approval.

Financial Aid

- MCTI participates in the Federal Pell Grant and Federal Supplemental Education Opportunity Grant programs.
- The student, state of Michigan and Federal Vocational Rehabilitation Program share educational costs at MCTI.
- Students who are eligible for Michigan Rehabilitation Services or the Bureau of Services for Blind Persons are not charged for tuition, room or board on campus.
- Financial aid applications are available online at www.fafsa.ed.gov, at all Michigan Rehabilitation Services offices and at MCTI.
- A completed financial aid application is required for admission to the school.
- Students must reapply for financial aid each academic year (prior to the May term).
- Questions? Call the MCTI Financial Aid office at 269-664-9543.
Career Readiness Center (CRC)

The CRC is comprised of four educational programs:

- Career Assessment Services
- Education Center
- Literacy Services
- Math Services

All are designed to improve students’ reading, math, basic computer and employability skills so they may achieve success in one of MCTI’s training programs or obtain immediate employment.

CRC Programs

- Work together to offer a variety of assessments, structured programs and classes to potential and current vocational trade students.
- Prepare students to enter a vocational trade program that matches their skills and interests and builds employability skills prior to entering the vocational trade program and/or the world of work.
- Offer courses that develop and improve the student’s employability skills.

Career Assessment Services (CAS)

CAS is a holistic, comprehensive vocational evaluation program that offers individuals the opportunity to develop realistic employment goals and obtain personal satisfaction through a better understanding of their personality, interests, skills and abilities. Students are enrolled for up to five weeks and participate in a variety of assessments.

Following assessment, enrollees have the opportunity to compare their knowledge, skills, abilities and interests with a variety of jobs to determine their potential for success in 1) various jobs and 2) with training program requirements at MCTI and other institutions. This comparison helps students determine which skills they will need to develop before they will be considered for a particular job or admittance into a specific training program.

Career assessment is for those who:

- Express an interest in employment or training, but may question their ability to succeed.
- Express an interest in employment, but have not identified a specific career.
- Need the opportunity to demonstrate what they can and cannot do.
- Have academic, remedial or learning difficulties.
- Need accommodations to support their employment and/or training success.
Results
At the conclusion of the program, the Career Assessment Services staff will document an enrollee’s abilities. This documentation will:

- Help the enrollee and his/her referring counselor develop a training/career plan.
- Indicate the type of remedial and/or supportive services necessary for the enrollee’s success.
- Provide an enrollment date if he/she qualifies for and is interested in admittance to an MCTI training program.

Education Center
The Education Center offers students the opportunity to strengthen and improve their academic performance while enrolled in trade training. The reading program teaches students how to improve their critical reading skills, study textbooks and build their vocabulary. Special occupational math programs have been designed to assist students with trade math requirements, as well as to review basic concepts. Each student’s needs are identified through testing, and then a program is designed to meet individual goals.

Services offered include:
- Academic testing.
- Computer-aided reading.
- High school completion.
- Remedial math and reading.
- Study skills.
- Occupational math and reading.

Literacy Services
Literacy services offers literacy assessment as well as a full-time adult literacy program and specific need courses. The full-time program is designed for individuals with literacy levels below the 7th grade and an ability to benefit from an intensive multisensory program.

Students throughout the school may take specific need courses. These courses are open to and are designed for those students with adequately developed general literacy skills but with specific needs that can be filled by a single course.

Math Services
Math services is a 5- to 10-week prevocational, skill development program.

- The program prepares students with skills and strategies necessary to successfully participate and compete in occupational training opportunities at the post-secondary level.
- Course offerings are tailored to each student’s needs and focus on improving basic math and literacy skills, study skills, computer literacy, communication and other employability skills.
Support Services

It is the philosophy and mission of MCTI to prepare students for competitive employment after graduation. In support of this mission, MCTI offers a wide range of supportive services to assist students in their pursuit of academic success.

MCTI Rehabilitation Counselors

Each student is assigned an MCTI rehabilitation counselor for help in determining which support services are needed for his or her individualized program at MCTI. The student’s progress is discussed during professional team meetings and on an individual basis throughout the student’s enrollment in school.

Health Services

The MCTI Health Services department offers a variety of services to enhance each student’s ability to successfully complete his or her training program. The following professional staff are available to students by appointment:

- Registered nurse
- Nurse practitioner
- Occupational therapist
- Counselors

MCTI also has a contract physician for student appointments.

Residential Services

Students at MCTI reside in comfortable dormitories, sharing suites with assigned roommates. Residential staff is on duty 24 hours a day to assist students and work closely with the Hall Senate to make the dormitory a pleasant and safe place for students.

Pine Lake Family Center

The Pine Lake Family Center adjacent to the MCTI campus is a housing complex accommodating parents with children. The Center has 20 two- and three-bedroom housing units that are smoke-free, handicap accessible and available at a reasonable cost.

Accommodations and Assistive Technology

Prospective students may consult with MCTI’s occupational therapist prior to admission. The occupational therapist recommends accommodations/assistive devices to help students overcome barriers to success. The occupational therapist participates in each orientation session to assure that students have all reasonable arrangements in place during their training programs. Michigan Rehabilitation Services also has a center in Lansing available for assistance with occupational therapy or other accommodation issues not available at MCTI.
Leisure Services

A wide variety of activities are available for students to spend their after-school hours in a fun, rewarding and productive manner. MCTI’s location on 72 acres of scenic countryside, with 700 feet of accessible frontage on Pine Lake, provides opportunities for boating, canoeing, fishing and swimming. Off the beach, students can participate in golf, tennis, softball, biking, horseshoes and more. Year-round activities include fitness training, bowling, archery, basketball, volleyball, and card tournaments. Students can also participate in expressive arts, leather work, photography and guitar. Off-campus activities are planned each week and vary from shopping and movie excursions to bike trips, local festivals, sporting events, concerts and Lake Michigan beach parties.

Student Government

MCTI’s strong student government system has proven to be a dynamic vehicle that promotes student satisfaction and commitment to the school. It’s comprised of three branches:

Student Council is responsible for issues related to student activities and concerns. It is officiated by a president, vice president and treasurer, and is made up of representatives from each training area.

Hall Senate is organized through the dormitory with each floor having a president, vice president and hall judge. Hall Senate enables students to govern themselves and solve dormitory-related problems and policy violations.

Student Court is the judicial branch of student government that hears all cases presented by students concerning disputes and violations of policy.
Placement Services

Everyone is involved in the placement process at MCTI. Students, instructors, counselors and the placement staff work as a team to achieve the ultimate goal of employment. The staff also works closely with employers throughout the state to promote the quantity and quality of job placements.

Employment services are designed to help the student conduct a successful job search and introduce the student to the job search process and techniques/methods to overcome employment barriers.

Services and resources provided are:

- Practice applications and interviews.
- Resume and cover letter preparation.
- Job-search videos and Internet access.
- Statewide newspapers and business directories.
- Leads on job openings.
- Telephone and fax machine use.
- Postage for direct mailings.
- Transportation to interviews.
- Assistance in locating housing and transportation.
- Follow-up services.
Spotlight on the Training Programs

Making you a star in your future career field!
Automotive Technology

Career Choices–Certificate of Completion Programs

- General Maintenance Technician
- Auto Parts Specialist
- Suspension/Steering Technician
- Heating, Ventilation and Air Conditioning (HVAC) Technician
- Automotive Electrical Technician
- Engine Performance Technician
- Brake Technician

Depending on skills, ability and interests, students can participate from one to six terms.

Program Description

MCTI’s Automotive Technology Program operates like a small repair and auto parts business. All students are trained in basic shop practices and have experience working on vehicles. During each 10-week course, students may train in the diagnosis and repair of brakes, suspensions, electrical, heating/air conditioning, and engine performance systems, working toward state of Michigan and national Automotive Service Excellence (ASE) certifications. There are also two five-week courses featuring oil and tire services. National Automotive Technicians Education Foundation (NATEF) competency standards are utilized. Students may also focus on the customer service side of the auto parts business, which includes a five-week work internship.

Job Outlook

Auto mechanics who complete the program are easily hired. Students can expect an entry-level wage of about $8.15 - $15 per hour. Experienced mechanics with leadership ability may advance to shop foreman or become service managers.

Aptitude/Abilities

- Ability to communicate through oral/written formats.
- Ability to handle physically demanding work, coordination, above average skill in working with one’s hands, and the ability to get into awkward positions.
- Average spatial, motor coordination, manual dexterity, strong mechanical reasoning and ability to problem solve.
- Average learning ability, computer literate.
- Ability to meet and deal with people, interpersonal communication skills.

A valid, unrestricted Michigan driver’s license is required. Potential students interview with the instructor prior to acceptance. Academic abilities are detailed on www.michigan.gov/mcti.
Cabinetmaking/Millwork

Career Choices–Certificate of Completion
Programs

- Certified Woodworking Machine Operator
- Certified Woodworking Machinist
- Certified Woodworking Moulder Specialist
- Certified Computerized Numerical Control (CNC) Woodworking Specialist
- Certified Cabinetmaker/Bench Carpenter

Depending on skills, ability and interests, students can participate from one to five terms.

Program Description

MCTI's Cabinetmaking/Millwork Program is home to Midwest Advanced Woodworking Technology Center and is one of the best-equipped programs in the nation. Students are trained in the operation of state-of-the-art woodworking machinery and software. Individual and production projects are designed to develop competency and expertise. Strong industry involvement helps ensure students have marketable skills upon graduation. Woodworking Career Alliance (WCA) credentialing ensures students skills are nationally recognized. Flexible training options provide students with an opportunity to develop individual skills depending on interest and ability.

Job Outlook

The wood industry needs career-oriented workers as an aging workforce makes job opportunities abundant. The current average starting wage for graduates is $12.75/hour.

Aptitude/Abilities

- Careers in this trade are physically demanding.
- Average learning ability.
- Demonstrated ability to compute dimensions.
- Average finger and manual dexterity.
- Average form perception.
- Strong mechanical aptitude.
- Ability to make judgments and execute precision work.

Academic abilities are detailed on www.michigan.gov/mcti.
Certified Nurse Assistant

Career Choices–Certificate of Completion Programs

- Certified Nurse Assistant

Program Description

In the Certified Nurse Assistant (CNA) Program, students learn to care for patients in a caring and compassionate manner. Students first learn patient care techniques in a simulated lab environment, followed by a clinical rotation at a nursing home. They receive hands-on instruction in patient care, communication, medical terminology, documentation and medical equipment. Upon completion of the program, students are offered study and practice sessions to prepare for the state of Michigan competency exam.

Job Outlook

Job opportunities for nursing assistants are in nursing homes, home care, hospitals, and private duty. Students can expect an entry wage of $8.15 - $12.50 per hour.

Aptitude/Abilities

- Ability to follow orders, work under close supervision, perform well under stress and perform a variety of tasks.
- Demonstrate emotional stability, caring and empathetic attitude, good interpersonal communication skills.
- Enjoy dealing with people beyond receiving work instructions.
- Physically demanding.

Students must have no criminal history as outlined by public acts 27.28 and 29 (2006). They must have no charges pending. Students interview with instructors prior to acceptance. Academic abilities are detailed on www.michigan.gov/mcti.
Culinary Arts

Career Choices–Certificate of Completion Programs

- Utility Worker
- Food Service Worker
- Cook’s Helper
- Line Cook
- Cook
- Cook/Manager

Depending on skills, ability and interests, students can participate from one to six terms.

Program Description

MCTI’s Culinary Arts Program operates the Pine Cove Restaurant on campus. Students gain experience in the restaurant setting and also work in the school cafeteria, where they learn large-quantity food preparation, breakfast cookery and serving. The program offers the required classes for chef certification, ServSafe, nutrition and supervision. The program is accredited by the American Culinary Federation Education Foundation (ACFEF) meeting secondary standards.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from $8.15 - $10.75 per hour and are dependent on the geographical area in which the student obtains employment.

Aptitude/Abilities

- Interpersonal communication.
- Ability to carry out detailed/multiple written or oral instructions.
- Ability to work effectively under stress.
- Demonstrate a willingness to work, be adaptable, be punctual.
- Ability to work under pressure, prioritize and make good judgments.
- Ability to withstand physical demands (standing for long periods; working in extreme heat and varying conditions).

Academic abilities are detailed on www.michigan.gov/mcti.
Custodial

Career Choices–Certificate of Completion
Programs

- Custodial Support Worker
- Custodian

Depending on skills, ability and interests, students can participate from one to two terms.

Program Description

The MCTI Custodial Program is designed to train individuals to be capable, well-qualified building and commercial custodians. Through the use of up-to-date equipment, students apply the skills learned at on-campus job stations. Through hands-on training, students gain experience in daily cleaning and floor maintenance, stripping of floors, restroom sanitation, daily carpet cleaning and shampooing, and using and maintaining equipment. Students are also trained to follow work schedules and keep inventory.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages are dependent on geographical area and vary from $8.15 - $11 per hour.

Aptitude/Abilities

- The ability to handle repetitive standing, walking, stooping, reaching, and occasional lifting and carrying.
- Ability to handle physically demanding work.
- Observation skills, interpersonal communication skills.
- Ability to do job/task planning, follow/remember instructions, work without supervision.
- Willing to complete repetitive tasks and work with definite standards set by others.

Academic abilities are detailed on www.michigan.gov/mcti.
Electronics/Manufacturing

Career Choices—Certificate of Completion
Programs

- Assembler/Tester
- Communication Audio Visual (AV) Cable Installer
- Electronics Systems Installer
- Electronics Technician
- Industrial Tester/Installer
- Alarms System Technician
- Industrial Electronics Technician

Depending on skills, ability and interests, students can participate from two to six terms.

Program Description

MCTI’s Electronics/Manufacturing program has a well-equipped electronics lab that provides up-to-date, hands on training. Students learn entry level skills appropriate to most electronic businesses and manufacturing industries. Courses help prepare students for entry-level employment in industrial electronics, maintenance and manufacturing. More than 75 percent of the student’s time is spent in the lab with hands-on training exercises.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from $9 - $14 per hour.

Aptitude/Abilities

- Above average verbal and numeric aptitudes.
- Above average learning ability and mechanical reasoning skills.
- Demonstrated ability to interpret technical instructions in mathematical and diagrammatic form.
- Ability to logically solve problems with abstract and concrete variables.
- Ability to make good judgments.
- Ability to perform precision work and a variety of tasks.

Academic abilities are detailed on www.michigan.gov/mcti.
Graphic Communications

Career Choices–Certificate of Completion Programs

- Screen Printer
- Bindery/Finishing Worker
- Press Assistant

Depending on skills, ability and interests, students can participate from one to three terms.

Program Description

MCTI’s Graphic Communications Program is run like a print shop. In this production environment, students develop job competencies while operating specialized printing equipment to produce brochures, business cards, forms and other printing for the school and various other organizations.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from $8.15 - $10 per hour and are dependent on geographical area.

Aptitude/Abilities

- Average mechanical, manual dexterity, motor coordination.
- Computer literate, numeric, color and form perception.
- Skilled at task planning/organizing, attention to detail.
- Ability to perform a variety of tasks.
- Ability to execute precision work.
- Ability to handle physically demanding work.

Academic abilities are detailed on www.michigan.gov/mcti.
Grounds Maintenance and Landscaping

Career Choices—Certificate of Completion Programs

- General Maintenance Worker
- Grounds Maintenance/Landscaping Technician

Depending on skills, ability and interests, students can participate in one to two terms. Note: New students in the Grounds Maintenance and Landscaping Program are accepted in the fall and spring terms only.

Program Description

MCTI’s Grounds Maintenance and Landscaping Program is run like a small grounds maintenance and landscaping business. Students are the crew and work as a team, gaining actual experience on the school campus. They use power equipment and hand tools to maintain lawns and other areas, trim and prune hedges and bushes, and plant trees, shrubs and flowers. In the winter months, they are exposed to snow and ice removal using plows. The “crew” maintains the equipment used. Students also study pesticides and irrigation.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from $8.15 - $10 per hour and are dependent on the geographical area in which the student obtains employment.

Aptitude/Abilities

- Ability to work independently in an outdoor environment; stand and walk for an eight-hour day; lift frequently and handle physically demanding work.
- Low to fair manual dexterity and motor coordination.
- Demonstrated ability to follow written/oral instructions.
- Ability to make judgments and observations regarding prioritizing tasks and quality of work standards.
- Effective interpersonal communication skills.

A valid, unrestricted Michigan driver’s license or permit is required.

Academic abilities are detailed on www.michigan.gov/mcti.
Machine Technology

Career Choices–Certificate of Completion Programs

- Machine Operator
- Fabrication Welder
- Production Welder
- Computerized Numerical Control (CNC) Operator

Depending on skills, ability, and interests, students can participate from one to four terms.

Program Description

MCTI’s Machine Technology Program entry requires no prior training in the machining and welding field. Students learn various machining operations, such as manual milling, turning, and grinding, including proper machine setup. With successful completion of manual training, advancing students choose either welding or training in CNC. CNC students learn G&M code programming using both manual and Computer Aided Manufacturing (CAM) software.

Welding students study arc, Metal Inert Gas (MIG) and Tungsten Inert Gas (TIG) welding. Students that can meet industry standards continue with fabricator training and use training to manufacture utility trailers.

Job Outlook

Job prospects are good for trained operators and welders. Entry-level wages begin at $8 - $12 per hour for graduates.

Aptitude/Abilities

- Average learning ability, spatial and form perception, motor and fine finger dexterity.
- Demonstrated ability of mechanical reasoning, computer literacy.
- Ability to problem solve and compute dimensions.
- Ability to stand for long periods of time.

Academic abilities are detailed on www.michigan.gov/mcti.
Pharmacy

Career Choices–Certificate of Completion Programs

- Pharmacy Aide
- Pharmacy Technician

Depending on skills, abilities and interests, students can participate up to three terms.

Program Description

In the Pharmacy Services Program, students receive hands-on training in applied pharmacy skills, including performing pharmacy-related calculations, cashiering, and inventory management through participation in a mock pharmacy lab. In addition, students practice using medical and pharmaceutical terminology. They also acquire essential skills needed to interact professionally with pharmacy customers, co-workers and other healthcare professionals. Students receive additional experience and assistance in preparing for national certification.

Job Outlook

Employment is expected to increase through 2016, and job opportunities are expected to be good. Skilled graduates can expect job placement within a short period of time. Entry-level wages vary by geographic area and range from approximately $8.50 - $13 per hour.

Aptitude/Abilities

- Enjoy working with people; strong interpersonal communication skills.
- Ability to problem solve, communicate in oral/written formats, do precise and accurate work.
- Task planning, time management and organization skills; average clerical perception.
- Abilities to take initiative and adapt to change.
- Ability to use information technology.
- Ability to stand for long periods of time.
- Math skills: algebra, proportions, decimals, fractions, weights and measures.
- Basic keyboarding skills; ability to attain keyboard speed of 30 words per minute.
- Demonstrates good judgment; enjoys a variety of tasks.

Academic abilities are detailed on www.michigan.gov/mcti.
Office Automation

Career Choices–Certificate of Completion Programs

- Cable Installer
- Copier Servicing and Repair Technician
- Computer/Peripheral Servicing and Repair Technician
- Network Support Technician

Depending on skills, ability and interests, students can participate from one to five terms.

Program Description

MCTI’s Office Automation Program has a well-equipped office automation lab that provides a realistic setting for up-to-date, hands-on training. Students spend approximately 30 hours a week maintaining and repairing office management systems, computers, copiers, printers, cash registers, fax machines, and other office equipment. Students also work toward nationally recognized certifications for computer repair and networking including A+ Computer Certification. Depending on interest and ability, students may also learn web page design and basic computer programming.

Job Outlook

Skilled graduates can expect job placement in a short period of time. Entry-level wages range from $8.15 - $15 per hour and are dependent on the geographical area obtains employment.

Aptitude/Abilities

- Above average learning ability, including mechanical reasoning and verbal/math skills.
- Average spatial/form perception.
- Demonstrated ability to logically solve problems with abstract and concrete variables, strong interpersonal communication skills and computer literate.
- Ability to make good judgments, multitask and perform precision work.

Academic abilities are detailed on www.michigan.gov/mcti.
Retail Marketing

Career Choices–Certificate of Completion Programs

- Stock Clerk
- Cashier
- Sales Associate
- First-Line Supervisor

Depending on skills, ability and interests, students can participate from one to two terms.

Program Description

MCTI’s Retail Marketing Program operates the Eagle Shack, the on-campus store. Students learn hands-on customer service/personal selling, cash handling, inventory control, merchandising and promotion/advertising in a real-life setting. They also receive training in National Retail Skill Standards for loss prevention and safety procedures.

Job Outlook

Skilled graduates can expect job placement within a short period of time. Entry-level wages vary from $8.15 - $10 per hour and are dependent on geographical area in which the student obtains employment.

Aptitude/Abilities

- Average verbal and math skills, clerical perception, low to fair manual dexterity.
- Effective interpersonal skills.
- Ability to multitask, perform precision work.
- Likes to work with people.

Academic abilities are detailed on www.michigan.gov/mcti.
Weatherization

Career Choices–Certificate of Completion Programs

- Weatherization Installer
- Insulation Installer
- General Laborer

Depending on skills, ability and interests, students can participate for one to two terms.

Program Description

MCTI’s Weatherization Program trains students in a high-tech lab, simulating a home environment. Students learn basic weatherization techniques in various settings, including an attic, crawl spaces and on the home’s interior and exterior. Students receive hands-on experience learning the “House as a System” approach utilizing building science principles to analyze a home. They complete structural air sealing, make basic structural repairs and install various forms of insulation. Students work toward nationally recognized safety and industry certifications to help ensure customer’s homes are safe, durable and energy efficient. The highly interactive training requires a student to work safely at heights, in confined spaces, around environmental hazards and in varied weather conditions.

Job Outlook

Employment opportunities are projected to be excellent through 2018. Skilled graduates can expect job placement within a short period of time. Entry level wages vary by geographic area but are predicted to start at $12.04 per hour.

Aptitude/Abilities

- Average learning ability.
- Demonstrate ability to compute dimensions.
- Average form and spatial perception.
- Average finger and manual dexterity.
- Good mechanical aptitude.
- Demonstrates good judgment; enjoys a variety of tasks.
- Good communication skills.
- Ability to execute precision work.
- Basic math skills including area calculations, decimals, fractions.

Academic abilities are detailed on www.michigan.gov/mcti.
SPOTLIGHT ON YOUR STORY!

We hope to see YOUR “star footage” here soon!
Notes on Your Future...
Michigan Rehabilitation Services (MRS) is funded 78.7% with USDOE-RSA Title I federal funds, and 21.3% with state and local funds.

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MRS-Pub-317 (Rev. 3-16) Previous edition may be used.