

# TRAC

TROY ADULT EDUCATION AND CAREERS

AN OPPORTUNITY TO IMPROVE EDUCATIONAL SKILLS AND COMPLETE A CAREER CERTIFICATION AT THE SAME TIME!



## TRAC PROGRAM ELEMENTS

- ◆ Adult Education and Literacy Activities
- ◆ Career Specific Vocabulary
- ◆ Occupational Training/Career Certifications
- ◆ Workforce Preparation Activities

## WHAT DO TRAC CAREER COHORTS LOOK LIKE?

- ◆ Occupational Specific Language Lessons
- ◆ Certification and Training for Your Job
- ◆ Online Content Expert with TCE Instructor Support
- ◆ On-the-Job Training
- ◆ Exam preparation
- ◆ Career Consultant
- ◆ Career Pathway Navigation

## WHAT WILL YOU LEARN IN TRAC?

### Reskilling

Burlington English  
Google Applied Skills  
Advanced Literacy  
US Keyboarding  
LearnKey Software

### American Hiring Process

Applications  
Job Search Tools  
Phone Interview  
Interview  
Work Culture



GET TRAINING



GET EXPERIENCE



EARN CREDENTIALS



FIND JOBS

## CAREER COHORTS AVAILABLE



### **BUSINESS: INFORMATION TECHNOLOGY**

Java, IT Fundamentals, A+, Network +, Security +



### **BUSINESS: ACCOUNTING & FINANCING**

Google Applied Digital Skills  
Micro-Credentialing in Accounting and Finance



### **CHILD DEVELOPMENT ASSOCIATE (CDA)**

Pre-School [3-5 year old] Teacher Assistant



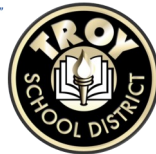
### **OFFICE AND MEDICAL ADMINISTRATION**

Certified Billing and Coding Specialist (CBCS)  
Certified Electronic Health Records Specialist (CEHRS)  
Certified Medical Administrative Assistant (CMAA)  
Certified Pharmacy Technician (CPHT)  
Dental Assistant (RHS and ICE)  
EKG & Phlebotomy

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*TRAC has been made available with partnerships between Troy School District, Troy Continuing Education, Oakland County MIWorks! Troy, Flagstar Bank, MedCerts, Empowered Child Care Consulting, Burlington English, Department of Labor and Economic Opportunity – Workforce Development, and MACAE*

Department of Labor and Economic Opportunity  
**Workforce Development**



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## **AM I ELIGIBLE?**

- ◆ You must have permission to work in the US.
- ◆ You must be enrolled in a Troy Continuing Education class.
- ◆ You must be ready to search for and start a job after completing the TRAC program.

## **APPLICATION PROCESS**

- ◆ Complete the TRAC application. Applications are available in March. The TRAC Program starts in July and finishes in 1 year.
- ◆ If you are eligible, you will receive an email with a date and time for a TRAC orientation. You must attend a TRAC orientation to learn more information.
- ◆ At the TRAC orientation you will schedule a meeting to interview with the TRAC instructors to help the instructors learn more about you and your career goals.
  - ◆ The TRAC scholarship winners are announced in the Spring.

## **TROY CONTINUING EDUCATION**

Niles Center · 201 W. Square Lake Road · Troy, MI 48098  
For more information call 248-823-5100