



NEXT STEPS

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.

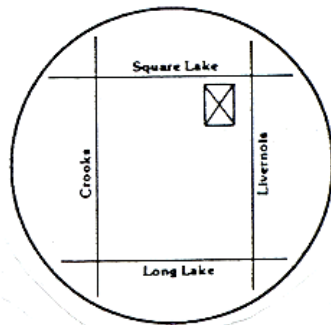
APPLICATION PROCESS

- ◆ 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



TRAC

TROY ADULT EDUCATION AND CAREERS

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



GET TRAINING



GET EXPERIENCE



EARN CREDENTIALS



FIND JOBS



TRAC PROGRAM ELEMENTS

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

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

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

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 (CEDRS)
 Certified Medical Administrative Assistant (CMAA)
 Certified Pharmacy Technician (CPhT)
 Dental Assistant (RHS and ICE)
 EKG & Phlebotomy

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



MedCerts



Department of Labor and Economic Opportunity
Workforce Development