

CAREER TRAINING AVAILABLE

BUSINESS: INFORMATION TECHNOLOGY

MTA-98-388 Introduction to Programming using Java Certificate

PC Technician: CompTIA A+ Certificate

Length of Course: July 1st-June 1st

Time Commitment: 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), bi-weekly ESL/English Plus or Adult Education course Enroll in the TRAC Career Gateway course after certificate completion

Eligibility Requirement: Current Work Authorization, High School diploma or equivalent, Complete application and attend a TRAC information meeting in February and March, Attend Intermediate/Advanced ESL/English Plus/Adult Education while completing TRAC

BUSINESS: ACCOUNTING & FINANCING

American Bankers Association Bank Teller Certificate

Length of Course: July 1st-June 1st

Time Commitment: 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), bi-weekly ESL/English Plus or Adult Education course Enroll in the TRAC Career Gateway course after certificate completion

Eligibility Requirement: Current Work Authorization, High School diploma or equivalent, Complete application and attend a TRAC information meeting in February and March, Attend Intermediate/Advanced ESL/English Plus/Adult Education while completing TRAC

CHILD DEVELOPMENT ASSOCIATE (CDA)

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

Length of Course: July 1st-June 1st

Time Commitment: 4 hour in-person course per week, weekly on-site preschool training (25 hours per week), bi-weekly ESL/English Plus or Adult Education course Enroll in the TRAC Career Gateway course after certificate completion

Eligibility Requirement: Fingerprint/Background Check, Current Work Authorization, High School diploma or equivalent, Complete application and attend a TRAC information meeting in February and March, Attend Intermediate/Advanced ESL/English Plus/Adult Education while completing TRAC

CAREER TRAINING AVAILABLE

OFFICE AND MEDICAL ADMINISTRATION

Medical Front Office Assistant and Administration Specialist

Medical Front Office and Electronic Health Records

Pharmacy Technician Professional

Dental Assistant Infection Control Exam and Radiation Health and Safety

Cardio-Phlebotomy Technician

Length of Course: July 1st-June 1 st

Time Commitment: 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), bi-weekly ESL/English Plus or Adult Education course Enroll in the TRAC Career Gateway course after certificate completion

Eligibility Requirement: Current Work Authorization, High School diploma or equivalent, Complete application and attend a TRAC information meeting in February and March, Attend Intermediate/Advanced ESL/English Plus/Adult Education while completing TRAC

HUMAN RESOURCES PROFESSIONAL

Human Resources Professional

Length of Course: July 1st-June 1 st

Time Commitment: 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), bi-weekly ESL/English Plus or Adult Education course Enroll in the TRAC Career Gateway course after certificate completion

Eligibility Requirement: Current Work Authorization, High School diploma or equivalent, Complete application and attend a TRAC information meeting in February and March, Attend Intermediate/Advanced ESL/English Plus/Adult Education while completing TRAC

PARALEGAL

Paralegal

Paralegal certificate is only available for foreign trained law professionals

Length of Course: July 1st-June 1 st

Time Commitment: 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), bi-weekly ESL/English Plus or Adult Education course Enroll in the TRAC Career Gateway course after certificate completion

Eligibility Requirement: Current Work Authorization, High School diploma or equivalent, Complete application and attend a TRAC information meeting in February and March, Attend Intermediate/Advanced ESL/English Plus/Adult Education while completing TRAC

CAREER TRAINING AVAILABLE

TRAC COLLEGE AND CAREER LAB

The TRAC College and Career Lab is available for all Troy Continuing Education students. It is walk-in, no appointment necessary. Come learn about education and career opportunities.

Services Available:

- **Discuss your work history and goals. Learn about resources available for you to achieve your goals.
- **Learn about the degree evaluation process
- **Find the college and certificate options to help you start your career
- **Practice your professional skills
- **Complete a career interest inventory to see what career options match your skills and experience

Lab Availability: Monday-Thursday, 9:30-2:30, September to April

Please visit the TRAC College and Career Lab at the Troy Learning Center, Room 21

Eligibility Requirement: Current enrollment in a Troy Continuing Education course

TRAC WORK ESSENTIALS: COMPUTERS AND CUSTOMERS

Start your career by learning fundamental skills in technology and customer service! You will learn computer skills in hardware, applications, and internet security. You will also learn customer service skills. It will give you practice and confidence to communicate with customers, employers and co-workers.

You can complete this 1-year course before applying for the TRAC Scholarship Program. This course is recommended, but not required for the TRAC Scholarship Program. When possible, scholarship preference will be given to students who have completed the TRAC Work Essentials: Customers and Computers class.

Length of Course: September-May

Time Commitment: 3 hour in-person course per week, weekly at-home online videos and assignments,
bi-weekly ESL course

Eligibility Requirement: Enrollment in a Troy Continuing Education course, Work Authorization