CAREER TRAINING AVAILABLE

BUSINESS: INFORMATION TECHNOLOGY

MTA-98-388 Introduction to Programing using Java Certificate

Fundamentals of IT: CompTIA ITF+ Certificate

Length of Course: July 1st-June 1st
Time Commitment: attend 4 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), attend 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/March

BUSINESS: ACCOUNTING & FINANCING

American Bankers Association Bank Teller Certificate

Length of Course: July 1st-June 1st
Time Commitment: attend 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), attend 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/March

CHILD DEVELOPMENT ASSOCIATE (CDA)

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

Length of Course: July 1st-June 1st
Time Commitment: attend 4 hour in-person course per week, weekly on-site preschool training (25 hours per week), attend 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/March

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 1st

Time Commitment: attend 3 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), attend 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/March

HUMAN RESOURCES PROFESSIONAL

Human Resources Professional

Length of Course: July 1st-June 1st

Time Commitment: attend 4 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), attend 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/March

PARALEGAL

Paralegal

Paralegal certificate is only available for foreign trained law professionals

Length of Course: July 1st-June 1st

Time Commitment: attend 4 hour in-person course per week, weekly at-home online videos and assignments (20 hours per week), attend 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/March

PRE-CAREER TRAINING AVAILABLE

PRE-TRAC WORK ESSENTIALS: BUSINESS COMMUNICATION

Start your career by learning fundamental skills in business communication and customer service! You will learn business standards for written, oral and nonverbal communication. 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 7 month 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: Business Communication class.

Length of Course: October-April
Time Commitment: 2 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

PRE-TRAC WORK ESSENTIALS: COMPUTERS

Start your career by learning fundamental skills in technology! Gain confidence navigating the digital world. You will learn basic computer concepts, computer hardware, operating systems, the Internet, online safety and security, email, computer applications including Microsoft Office Suite and the impact of technology on society.

You can complete this 7 month 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: Computers class.

Length of Course: October-April
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

CAREER NAVIGATION SERVICES

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, 9:30AM-2:30PM, 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