

# T R A C

## TROY ADULT EDUCATION AND CAREERS

Troy Continuing Education, in partnership with Oakland County MIWorks! Troy, offers scholarships for career certifications. The scholarship covers the tuition cost to study. The scholarship is an opportunity to study English, basic reading and/or math skills and complete a career certification at the same time!



GET TRAINING



GET EXPERIENCE



EARN CREDENTIALS



FIND JOBS

## WHAT IS THE SCHEDULE FOR TRAC?

The TRAC career certificate courses start in July and finish the following June. Your schedule will include:

- 2 English/Adult Education classes per week
- Weekly online video lectures/quizzes/assignments
- 1 to 2 TRAC classes per week to support your online coursework
- Attend Career Gateway every other week for the Fall and Winter semester.

## HOW DO I PREPARE FOR TRAC?

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. **\*\*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**

TRAC offers a foundations class to all Troy Continuing Education students with work authorization. TRAC Work Essentials: Customers and Computers prepares students to work in every job. 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.

## WHAT WILL YOU LEARN IN TRAC?

- Create documents for your job search: resume, cover letter, and professional references.
- Learn job skill vocabulary to prepare for job applications and interviews.
- Complete practice job applications and interviews.
- Gain confidence and self awareness to start your career

## WHAT DO TRAC CAREER TRAINING PROGRAMS LOOK LIKE?


A certification is a career training program that requires an exam to show that you have completed the career lessons and you understand the requirements for the career. A career certification requires 6 months to 1 year training preparation before you take the exam and receive your certification.

The training class can assist you in learning the English you need to start a career and pass the exam. The certification will show your employer that you are capable of completing the job tasks.


TRAC has different certification options, because we make COHORTS. Cohorts are small groups of students studying the same career training. In a cohort, you will complete a certification program with the support of an online/in-person certification instructor and a TRAC instructor to support your understanding. The TRAC instructors will help you research certification options to match your career goal. Meet with a Career Pathway Navigator at the College and Career Lab.

## CAREER COHORTS AVAILABLE


 **BUSINESS: INFORMATION TECHNOLOGY**  
Java, IT Fundamentals

 **BUSINESS: ACCOUNTING & FINANCING**  
American Bankers Association  
Bank Teller Certificate

 **CHILD DEVELOPMENT ASSOCIATE (CDA)**  
Pre-School [3-5 year old] Teacher Assistant

 **OFFICE AND MEDICAL ADMINISTRATION**  
Certified Medical Administrative Assistant [CMAA]  
Certified Pharmacy Technician [CPHT]  
Dental Assistant [RHS]  
Certified Phlebotomy Technician [CPT]

 **HUMAN RESOURCES PROFESSIONAL**  
Human Resource Professional [SHRM]

 **WORK ESSENTIALS**  
Computers  
Business Communications  
Career Gateway

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



# NEXT STEPS

## AM I ELIGIBLE?

- You must have permission to work in the US.
- You must be enrolled in a Troy Continuing Education Intermediate ESL, Advanced ESL, English Plus, or Adult Basic Education class at the same time as you complete your career classes.
- You must have intent to search for work after completing the TRAC program.

## APPLICATION PROCESS

- Complete the TRAC application. Applications are available in February/ March.
- If your application is eligible, you will receive an email with a date/time for a TRAC orientation. You must attend a TRAC orientation to learn more information about the TRAC program, the expectations, and your career options.
- 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 will be announced in May.

## TROY CONTINUING EDUCATION

Troy Learning Center (TLC)  
1522 E. Big Beaver Road  
Troy, MI 48083

For more information call 248-823-5100 or  
Email [troytrac@troy.k12.mi.us](mailto:troytrac@troy.k12.mi.us)

