

Michigan Career & Technical Institute

Training Programs & Support Services

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About MCTI

The Michigan Career and Technical Institute (MCTI) has provided training for adults with disabilities in Michigan since 1944. The second largest comprehensive rehabilitation training center in the United States, MCTI offers a unique blend of caring human support services and state-of-the-art training for jobs needed in business and industry today.

The campus—located on the shores of Pine Lake in southwestern Barry County—is fully accessible. For eligible adults who have a physical or mental disability, tuition and room and board are free. A career assessment service is available to help students explore their career options. A full spectrum of health, psychological, and social work services is also available. In addition, all classrooms as well as the dormitory rooms, cafeteria, library, and leisure services are located in one building for easy accessibility out of the weather.

Depending on aptitude and interest, students may choose to enroll in one of 13 training programs. Each training area has an active Business Advisory Committee comprised of employers in that field. Their participation assures students that the curriculum and equipment meet business and industry standards. MCTI is accredited by the North Central Association of Colleges and Schools and the Commission on Accreditation of Rehabilitation Facilities. The school's training programs are approved by the U.S. Department of Veterans Affairs.



Dennis Hart
Director, MCTI

Why Choose MCTI?

- n MCTI is able to accommodate most disabilities through individualized training and comprehensive support services.
- n MCTI staff work as a team to help each student reach his or her personal and training objectives.
- n A hands-on, learn-by-doing approach is used in the school's competency-based curriculum.
- n Each training department replicates the modern industrial environment, standards, and technology of that field.
- n More than 80 percent of students remain at MCTI until they graduate or become employed.
- n Skilled MCTI graduates get jobs. Over the past ten years, MCTI has averaged an 85 percent placement rate.





Admissions

Students can obtain an application for admission by calling the Admissions Office toll free at (877) 901-7360 (voice/TTY); or by writing to: Admissions, Michigan Career and Technical Institute, 11611 W. Pine Lake Rd., Plainwell, MI 49080-9254. Prospective students may call and make a reservation to visit MCTI on designated Wednesdays. On these visitation days, prospective students receive an overview of all training areas and tour the facility. Although visitation by prospective students is not mandatory, it is highly recommended. Wheelchairs, deaf services, and overnight accommodations are available on request.

Enrollment is open at MCTI. If a prospective student meets the entrance criteria of the training program, he or she can enroll at designated times throughout the school year.

Referral Agencies

- n Michigan Rehabilitation Services
- n Michigan Works! Service Centers
- n Veterans Affairs
- n Family Independence Agency (FIA)
- n Workers' Compensation Board
- n Commission for the Blind
- n Private Rehabilitation Agencies

Financial Aid

The Michigan Career and Technical Institute participates in the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant programs. Financial aid applications are available at all Michigan Rehabilitation Services offices and at MCTI. A completed financial aid application is required for admission to the school.

Career Assessment Services

MCTI offers a four-week program called career assessment to give incoming students a realistic picture of how they will perform in a particular training program.

Career assessment helps individuals become acquainted with the basic skills required to be successful in the various training programs. Enrollees have the opportunity to compare their vocational strengths and weaknesses with the suggested requirements. The assessment also helps to determine which skills need to be developed before entering a training program.

Career assessment is for those who:

- n Express an interest in a training program, but may question their ability to succeed
- n Express an interest in vocational training, but have not identified a specific training area
- n Need the opportunity to demonstrate what they can and can not do
- n Have academic, remedial, or learning difficulties and need accommodations to support their training success
- n Need GED testing



Results

At the conclusion of the four weeks, the Career Assessment Services staff will document an enrollee's abilities. This documentation will:

- n Help the enrollee and his/her referring counselor develop a training/career plan
- n Indicate the type of remedial and/or supportive services necessary for the enrollee's success
- n Provide an enrollment date if he/she is ready to enter a training program



Education Center

The Education Center offers students the opportunity to strengthen and improve their academic performance while enrolled in trade training. The reading program teaches students how to improve their critical reading skills, study textbooks, and build their vocabulary. Special vocational math programs have been designed to assist the student with trade math requirements as well as review basic concepts. Each student's needs are identified through testing, and then a program is designed to meet individual goals.

- n Academic Testing
- n Computer Aided Reading
- n High School Completion
- n Math Remediation
- n Reading Remediation
- n Study Skills
- n Vocational Math
- n Vocational Reading



Support Services

Each student is assigned to a counselor. The counselor works with the student in determining which support services are needed to accomplish the goals of his or her individualized program at MCTI. The student's progress is discussed during team meetings and on an individual basis throughout the term.

Health Services

The Health Services Department offers a variety of services to enhance each student's ability to successfully complete his or her training program. The following professional staff are available to students by appointment: registered nurse, physical therapist, dentist, dental hygienist, social worker, psychologist, and substance abuse therapist. MCTI also has a service agreement with a local physician's office for student appointments.

Residential Services

Students at MCTI reside in comfortable dormitories, sharing room suites with assigned roommates. Dormitory advisors are on duty 24 hours a day to assist students with concerns related to the total MCTI living environment. Many MCTI students have been living on their own prior to enrollment. Dormitory advisors help them make the adjustment to life in a dormitory setting. Dormitory advisors also work closely with the Hall Senate to make the dormitory a pleasant and safe place for students.

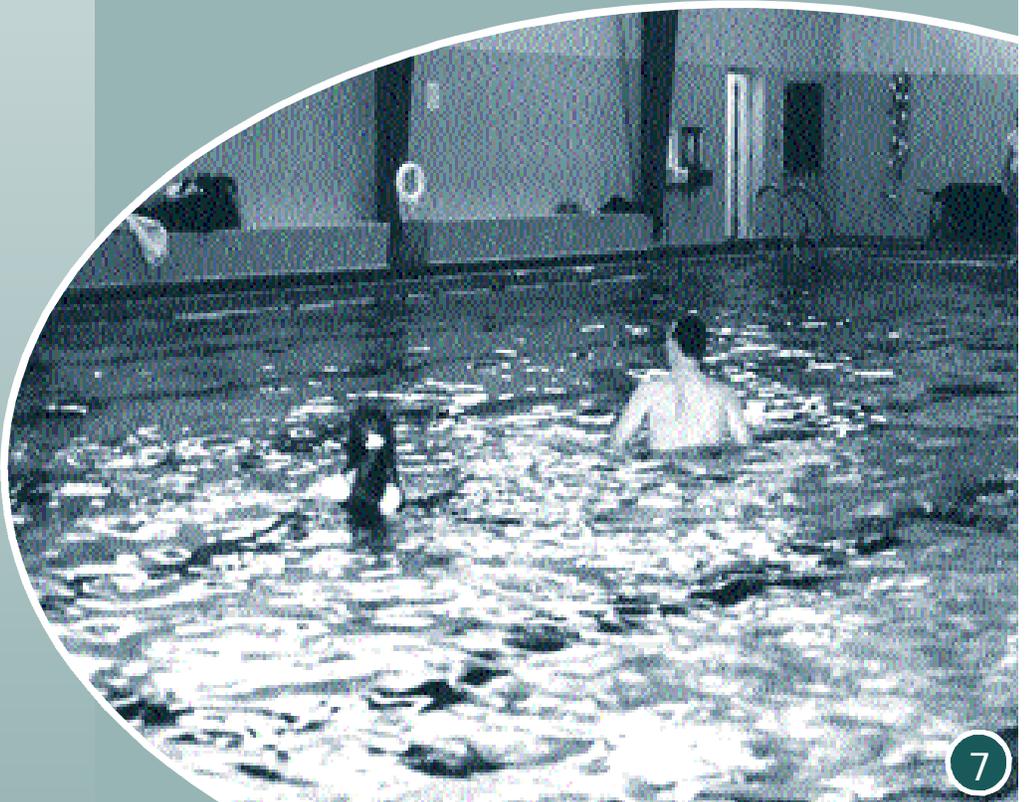
The Pine Lake Family Center, consisting of 20 two- and three-bedroom apartments and a day care center, is available at a reasonable cost to students with children.



Leisure Services

The Leisure Services Department offers a wide variety of activities to help students plan their after-school hours in a fun, rewarding, and productive manner. MCTI's location on 75 acres of scenic countryside, with 700 feet of accessible frontage on Pine Lake, provides opportunities for boating, canoeing, fishing, swimming, and leisurely pontoon rides. Off the beach, students are able to participate in golf, tennis, softball, biking, horseshoes, and more. Year-round activities include swimming in the Olympic-size pool, fitness training, bowling, archery, basketball, card tournaments, and volleyball.

Students can also find an outlet through expressive arts, leather work, ceramics, photography, and guitar. Off-campus activities are planned each week and vary from shopping and movie excursions to bike trips, local festivals, sporting events, concerts, and Lake Michigan beach parties.



Readiness Programs



The Reading Clinic, Operation Fast Break, and Step Up are educational programs designed to improve students' reading, math, basic computer, and employability skills so they may achieve success in one of MCTI's training programs or obtain immediate employment. Each of the three programs is one term (9 to 10 weeks) in length.

The Reading Clinic

The Reading Clinic provides an intensive remedial program for students with reading, writing, and/or spelling difficulties. Students work three hours a day in an interactive and balanced program designed to strengthen literacy skills. They work one on one or in small groups with reading clinicians. The prerequisites are a verbal IQ of 85 and a third grade reading level.

Operation Fast Break

Operation Fast Break is an intensive computer-assisted learning program. MCTI recommends Fast Break for individuals who are interested in high-tech careers, including those on waiting lists to enter MCTI's Office Automation, Electronics Servicing Technology, Drafting, or Personal Computer Specialist programs.

Operation Fast Break:

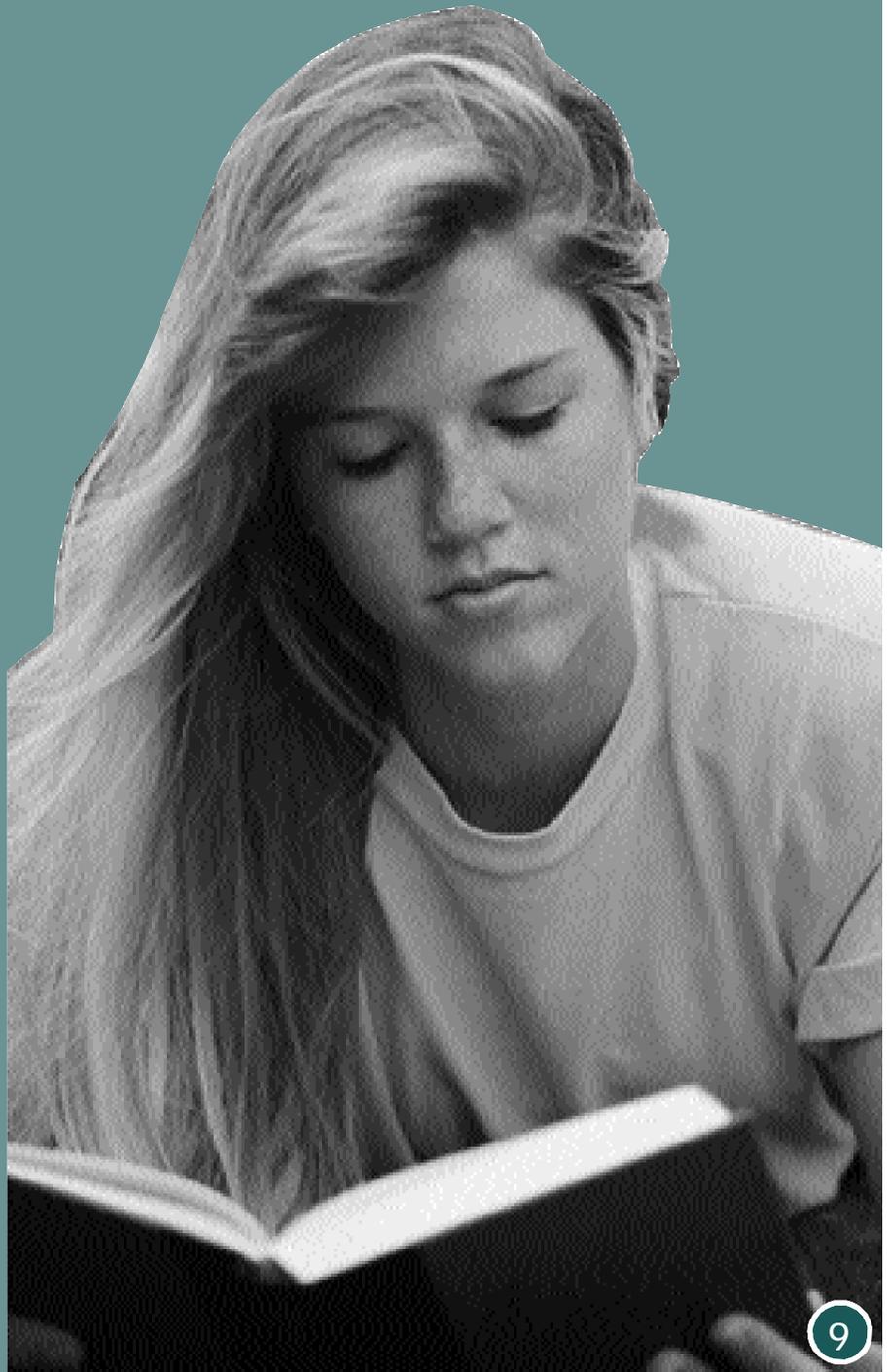
- n Brings math and reading skills up to industry expectations
- n Teaches basic computer literacy skills using Microsoft Office (spreadsheets, word processing, databases, and presentation software) and keyboarding
- n Improves oral and written communication skills
- n Teaches learning-to-learn and teamwork skills
- n Helps learners gain career direction along with job-seeking skills
- n Emphasizes workplace behaviors and discipline, strict attendance, and punctuality
- n Certifies competency-based employability skills



Readiness Programs

Step Up

This program is a preparatory class for those who need to bring their reading and math skills up to the proficiency levels necessary for participation in Fast Break. Employability skills are emphasized, and lessons are tailored to each learner's needs. All prospective candidates are referred by Michigan Rehabilitation Services. To be eligible, they must be drug-free and score below Level 3 on ACT's WorkKeys Reading for Information, Locating Information, and Applied Math assessments.



Student Government

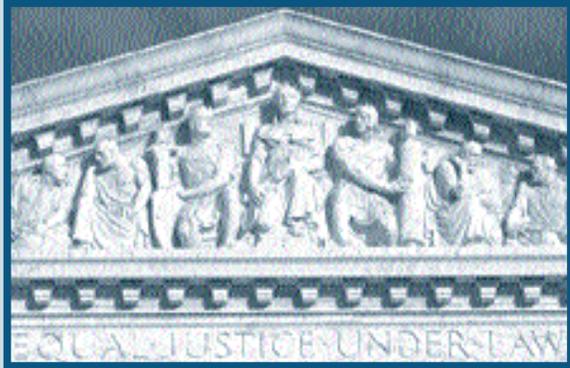


MCTI has a strong student government system composed of three distinct branches: Student Council, Hall Senate, and Student Court. Student Council is officiated by a president, vice president, and treasurer and is composed of representatives from each training area. The council is responsible for issues related to student activities and concerns.

Hall Senate is organized through the dormitory. Each floor has a president, vice president, and hall judge. Hall Senate enables students to govern themselves and solve dormitory-related problems, issues, and policy violations, generally without staff intervention.

Student Court is the judicial branch of student government that hears all cases presented by students concerning disputes and violations of policy.

Student government has proven to be a dynamic vehicle to promote student satisfaction and commitment to the school.



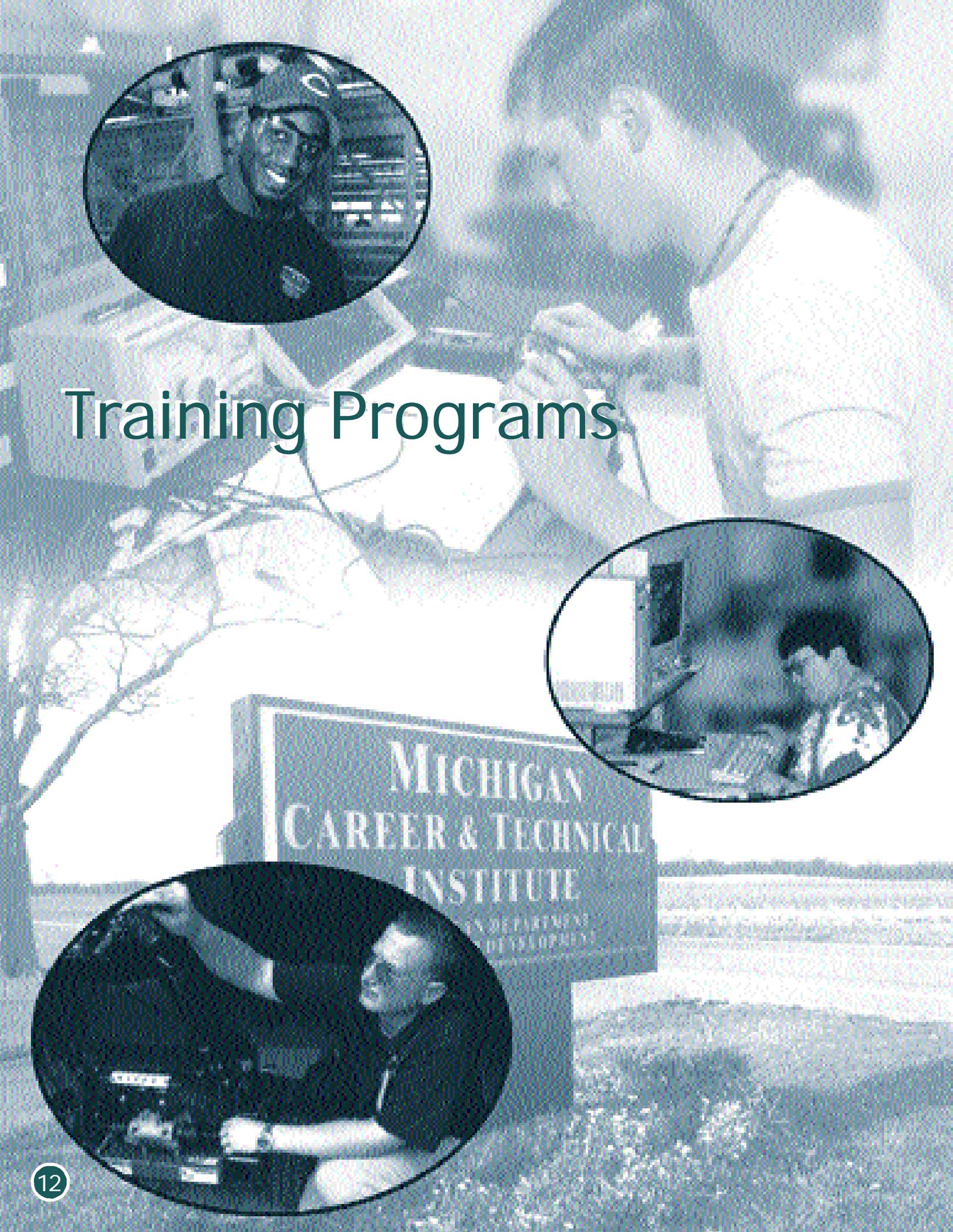
Placement Services

Everyone is involved in the placement process at MCTI. Students, instructors, counselors, and the placement staff work as a team to achieve the ultimate goal of employment. The placement staff works closely with employers throughout the state to promote the quantity and quality of job placements. MCTI is able to monitor changes in the labor market through contacts with Business Advisory Committee members. This knowledge helps MCTI meet the immediate and long-range hiring needs of employers.

Services Provided

- n Practice applications
- n Resume preparation
- n Cover letter preparation
- n Practice interviews
- n Job-seeking skills classes
- n Job search videos
- n Transportation to interviews
- n Thank you letter preparation
- n Internet access
- n Statewide newspapers
- n Business directories
- n Leads on job openings
- n Telephone and fax machine use
- n Postage for direct mailings
- n Assistance in locating apartments and cars
- n Transitional financial assistance
- n Follow-up services





Training Programs

MICHIGAN
CAREER & TECHNICAL
INSTITUTE
DEPARTMENT OF
DEVELOPMENT

Automotive Technology

Career Choices

General Maintenance - 1 term

Front End Alignment - 2 terms

Brake Mechanic - 2 terms

Front End Alignment and Brakes - 3 terms

Front End Alignment/Brakes/Automotive Electrician - 4 terms

Front End Alignment/Brakes/Automotive Electrician/Tune-up - 5 terms

Heating and Air Conditioning - 6 Terms

Course Description

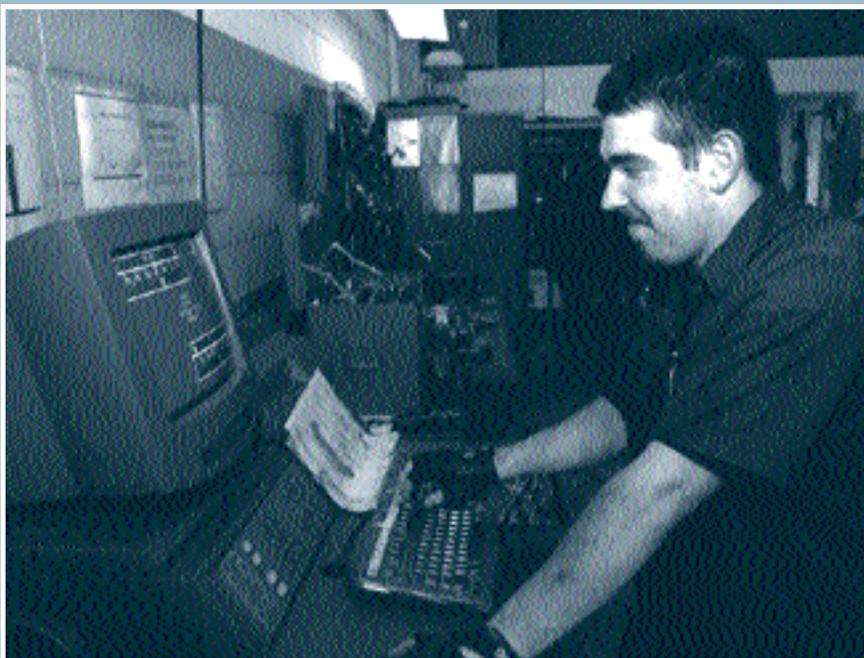
Automotive technologists inspect, maintain, and repair the mechanical, electrical, and hydraulic parts of automobiles and other vehicles. They inspect for problems, repair or replace defective parts, and check the vehicle for proper running conditions.

The automotive shop runs like a small repair business. Students are trained in the diagnosis and repair of brakes, suspensions, and electrical, heating/air conditioning, and engine performance systems.

Jobs for auto mechanics are plentiful and students who complete the program are easily hired. Students can expect an entry wage of about \$7.00–\$10.00 per hour. Experienced mechanics with leadership ability may advance to shop foreman or become service advisors.

Prerequisites

Moderate physical strength, coordination, above average skill in working with one's hands, the ability to get into awkward positions, and the ability to meet and deal with people are required. In addition, students should be able to attain eighth grade reading and math levels and possess a seventh grade reading level for entry into the program. Students should have a positive attitude and problem-solving skills. A valid driver's license is required.



Cabinetmaking

Career Choices

Wood Product Manufacturing Tech. I - 2 terms

Wood Product Manufacturing Tech. II - 3 terms

Entry-Level Plastic Laminate Cabinetmaker - 3 terms

Entry-Level Custom Cabinetmaker - 5-6 terms

Millworker/Moulder Operator - 3-4 terms

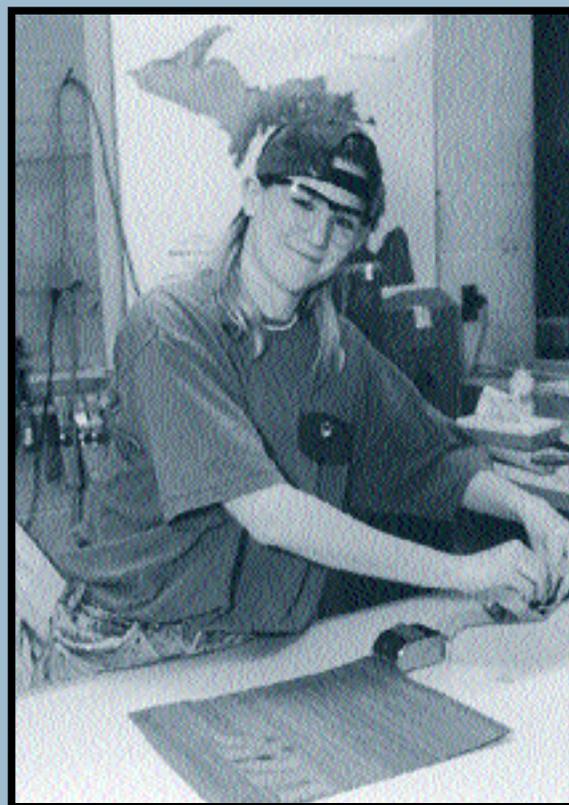
CNC Programmer Operator - 4 terms

Course Description

MCTI has one of the best equipped cabinetmaking and millwork shops in the country. Students have an opportunity to learn to operate panel saws, edgebanders, the CNC router, moulders, profile grinders, and all hand woodworking equipment. Flexible training options are available for students, with the goal of developing each individual student to his or her maximum potential. Starting wages vary according to the student's specialty area and the geographical region where he or she relocates.

Prerequisites

Physical requirements for cabinetmaking include: good eyesight, good eye-hand coordination, good muscular coordination and mobility, and the ability to stand all day and lift a minimum of 50 pounds. Students need to have sixth grade math skills and the ability to read and understand written instructions at the fifth grade level. Mechanical aptitude and spatial relations should be in the above average range. Students should be able to accurately read a ruler to at least 1/16 of an inch.



Computer Programming



Career Choices

Programmer (RPG) - 3 terms

Programmer (RPG & COBOL) - 4 terms

Course Description

Data processing is the part of business responsible for providing accurate, up-to-date information to management. A computer programmer prepares and plans the sequence of operations that a computer must perform to solve data processing problems. Students will learn to operate an IBM AS 400 and a variety of microcomputers. They will also learn business programming languages such as Visual BASIC, HTML, and JAVA on a PC; and RPG, COBOL, and CL on an AS 400. Most of the student's training will be spent on practical business programming applications.

The employment outlook for Computer Programming is good for the capable student who may have physically limiting conditions. The average annual starting salary for computer programmers is \$25,000.

Prerequisites

Twelfth grade reading skills are necessary as most course textbooks and reference materials are written at or above the twelfth grade level. Students should be able to handle math at the ninth/tenth grade level, including some algebra, and be able to use Windows. Students should also be prepared to dress appropriately for a business environment.



Culinary Arts

Career Choices

Utility Worker - 1 term

Food Service Worker - 2 terms

Cook's Helper - 3 terms

Line Cook - 4 terms

Entry-Level Cook - 5 terms

Manager - 6 terms

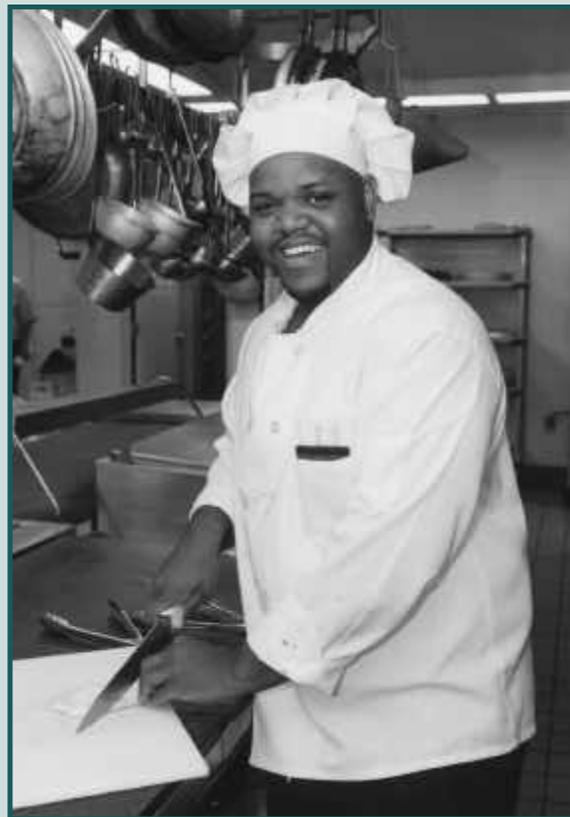
Course Description

Students in the Culinary Arts program spend most of their time in on-the-job training at the Pine Cove, a student-operated and managed restaurant on campus, or in the dormitory cafeteria. The overall program is designed to train students in various work situations found in the food service industry.

Jobs are plentiful in this industry and skilled graduates can expect job placement within a short period of time. Entry-level wages vary and are dependent on the geographical area in which the student relocates.

Prerequisites

Students should have the ability to understand simple written and oral instructions. They need to demonstrate a willingness to work, and be adaptable, punctual, and professional in appearance. Students should be able to accept constructive criticism. They should be able to work under pressure and withstand the physical demands of the Culinary Arts profession.



Custodial

Career Choices

Custodian - 2 terms

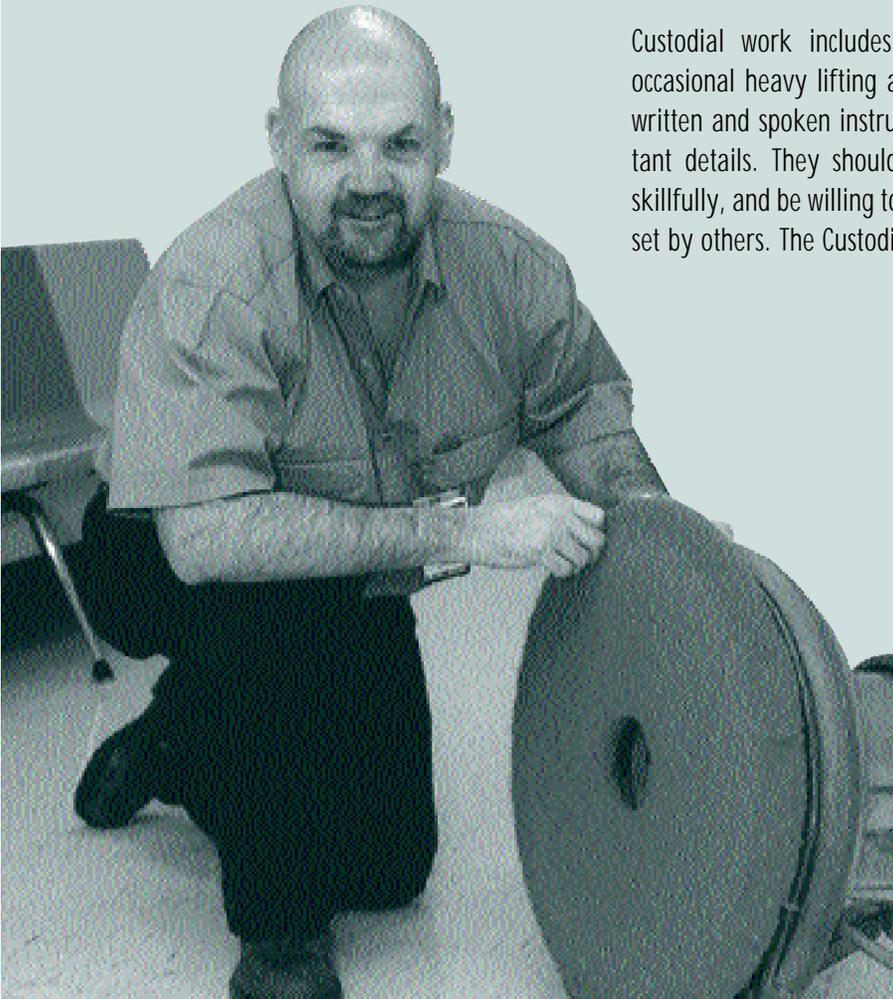
Course Description

The Custodial program is designed to train individuals to be capable, well qualified building custodians. Through the use of up-to-date equipment and on-campus job stations, students are able to upgrade themselves in all of the necessary skills to work in hospitals, schools, apartment buildings, and hotels. Students receive many hours of hands-on training during their time in the program. Because class size is small, students receive individual attention and instruction.



Prerequisites

Custodial work includes repetitive standing, walking, stooping, reaching, and occasional heavy lifting and carrying. Students should possess the ability to follow written and spoken instructions, work with minimum supervision, and notice important details. They should be able to move arms, hands, and fingers easily and skillfully, and be willing to complete repetitive tasks and work with definite standards set by others. The Custodial student will need to have a driver's license.



Drafting

Career Choices

Drafter I - 2 terms

Drafter II - 3 terms

Drafter / Detailer - 4 terms

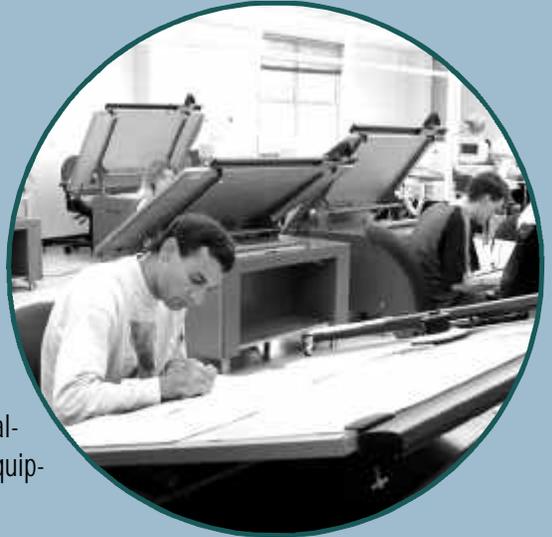
Course Description

The Drafting program is designed to enable graduates to enter industrial employment as a detailer. The curriculum is individualized to fit the student's needs and abilities. The Drafting training area is equipped with the latest industrial drafting equipment, including counterbalanced drafting desks, track drafting machines, and up-to-date computer-aided drafting equipment (AUTO-CAD).

The average starting salary for MCTI drafting graduates has been approximately \$10.00 to \$12.00 per hour, with frequent raises and excellent fringe benefits.

Prerequisites

Students should possess above-average skills in the following areas: eye-hand-finger coordination, ability to think and visualize, mathematical aptitude, and the ability to read and understand written materials such as instructional sheets and engineering handbooks. Students should have at least ninth grade reading and math levels, and the ability to learn algebra, solid geometry, and trigonometry.



Electronics Servicing Technology

Career Choices

Assembler/Tester - 2-4 terms

Communications/AV/Cable Installer - 2-4 terms

Electronics Technician - 4-6 terms

Alarms System Technician - 4-6 terms

Consumer Products Technician - 6-8 terms

Industrial Electronics Technician - 6-8 terms

Telecommunications Technician - 7-8 terms



Course Description

The Electronics Servicing Technology program offers students the opportunity to obtain entry-level skills appropriate to most electronic businesses and industries, including specific certifications and licensing. Training is offered in assembling and testing electronic boards and circuits; line installation and repair; troubleshooting and repairing electronic boards and circuits; installing and repairing alarms; installing and repairing consumer products; installing and repairing wiring, industrial electronic boards, circuits, machines, programmable controllers, robotic systems, and panel wiring; and installing and repairing telecommunication systems, wireless and hand wire telephones, and broadcasting equipment. In addition to electronics training, students learn teamwork, customer relations, work behaviors, and other employability skills.

Prerequisites

Electronics technicians should have good eye-hand coordination and finger-arm dexterity, with good (or corrected) vision. Students applying to the program should have good judgment and be able to follow directions and problem solve. Reading skill should be at the eighth grade level. Students should also have the ability to pass algebra with a minimum grade of C. Physical requirements vary with the type of electronics employment.



Grounds Maintenance/Landscaping

Career Choices

General Grounds Maintenance Worker - 1 term

Grounds Maintenance/Landscaping Technician - 2 terms

Course Description

Grounds Maintenance/Landscaping students receive instruction in mowing with professional turf equipment; planting trees, shrubs, and bulbs; using snow removal equipment; creating, purchasing, and installing seasonal decorations; leaf relief; waterfront maintenance; equipment preparation and maintenance; and establishing and maintaining new accounts.

Prerequisites

Students need to be able to work independently in a field, and walk for an eight-hour day, and lift 50 pounds from a pallet. Students also need to have a valid driver's license.



Machine Technology



Career Choices

General Production Worker - 1 term

Machine Operator - 2 terms

Machinist - 3 terms

CNC Machine Operator - 4 terms

Course Description

Machinists set up and operate machine tools to make or repair parts, tools, or machines. Students are taught to run various kinds of machine tools such as the lathe, milling machines, and grinders. Students use hand tools to lay out, finish, fit, and assemble parts.

Job prospects are good for trained machinists and operators. Wages begin at \$8.00 to \$12.00 per hour for machinists.

Prerequisites

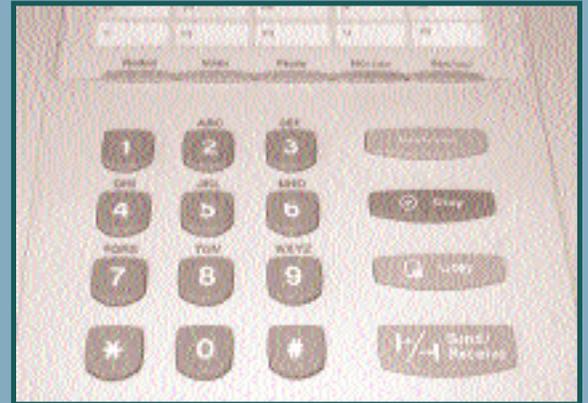
Students should be mechanically inclined with good hand and finger dexterity, and have the ability to stand for long periods of time. Reading skills should be at the fifth grade level. Students should be able to add, subtract, multiply, and divide fractions and be able to add and subtract three-place decimals. Students should also have the ability to read and understand written instructions.



Office Automation

Career Choices

- A+ Computer Certification Prep - 2 terms
- Electro-Mechanical Technician - 4 terms
- Copier / Fax Servicing and Repair - 5 terms
- Computer & Peripheral Servicing and Repair - 6 terms
- Network Essentials - 7 terms



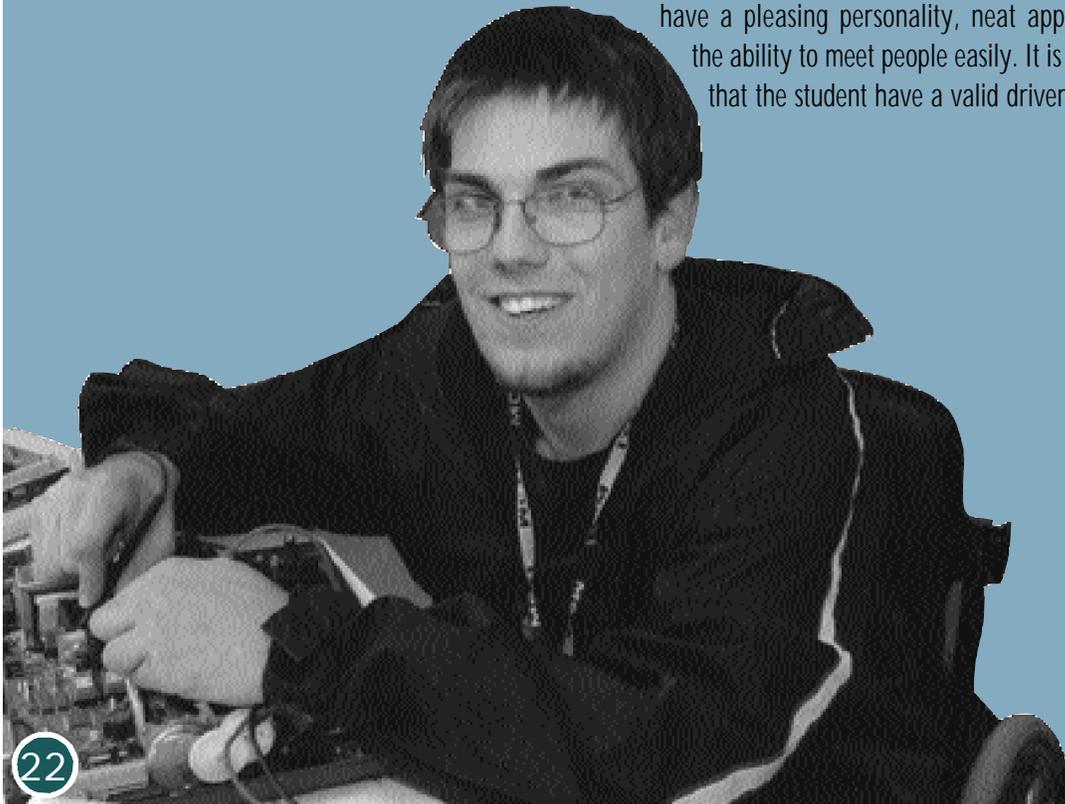
Course Description

Students in the Office Automation program learn to maintain and repair office management systems, computers, copiers, facsimile (fax) machines, and other types of machines and equipment used in information processing. They also work toward two national certifications for computer repair and networking. Courses in this program allow the student to achieve maximum potential at his or her own rate of learning. A hands-on approach gives students an opportunity to spend the majority of time actually servicing office machines.

Most office automation technicians are employed by independent and authorized dealerships in sales and service. Starting salaries range from \$9.50–\$11.50 per hour, depending on the student's area of expertise.

Prerequisites

Students entering the program should have good independent judgment and decision-making skills, and be able to work with a minimum of supervision. They should have strong electromechanical ability, with the ability to read and follow diagrams and instructions at the eighth grade level. Finger dexterity is important. Students should also have a pleasing personality, neat appearance, and the ability to meet people easily. It is recommended that the student have a valid driver's license.



Personal Computer Specialist

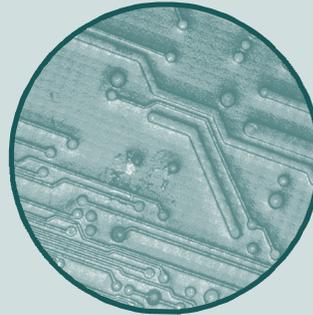
Career Choices

General Office Clerk - 2 terms

Accounting Clerk - 3 terms

Administrative Assistant - 3 terms

Computer Support - 4 terms



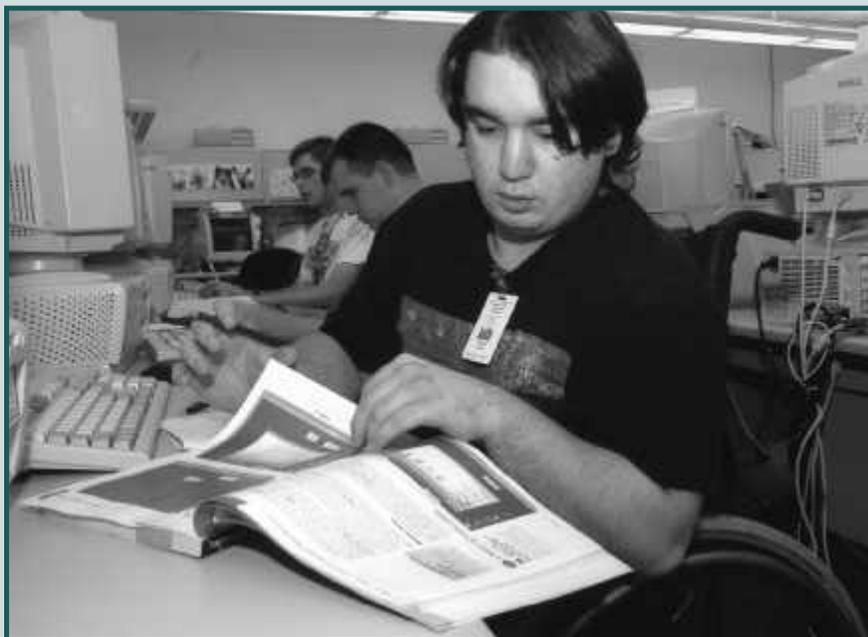
Course Description

Personal Computer Specialist is oriented toward the study of computer fundamentals and the manipulation and integration of software applications. Students study principles and concepts of computers, accounting, business communications, human relations, and business correspondence, along with the functions of word processing, spreadsheets, and data sheets. The program focuses on developing a competent and efficient computer support worker able to function independently or on a team, solving problems and meeting objectives.

Entry-level opportunities are available in the retail, service, or manufacturing industries with salaries ranging from \$7.50 to \$12.00 per hour.

Prerequisites

Good reading skills are necessary as most technical computer manuals require an eleventh grade skill level. Above average problem solving, sequencing, and decision-making skills are necessary. Math skills should be at the eighth grade level. The ability to work independently and follow oral and written instructions is also important. Students should be able to keyboard at 25 w.p.m. before entering the program, as well as have an aptitude for micro-computer applications and utilization. Student demeanor and dress should be appropriate for a professional business environment.



Printing

Career Choices

General Printing - 2 terms

Bindery - 3 terms

Flexographic Printing - 4 terms

Prepress - 4 terms

Offset Press - 4 terms

Course Description

Printing students at MCTI receive instruction in prepress operations, offset printing, flexographic printing, and bindery/finishing.

Students develop job competencies while operating specialized printing equipment to produce brochures, business cards, forms, and other printing for the school and various state departments in a production environment.

Prerequisites

Prospective students should have good eyesight, good hand and finger dexterity, and be mechanically inclined. The ability to be extremely neat and accurate and to measure with accuracy is also important. Students must be able to read a ruler to within 1/32 of an inch. Reading and math skills should be at the eighth grade level. Students should have good time management skills and be able to work with deadlines. They should also have the ability to stand for long periods of time. Prepress candidates must be able to type 30 words per minute as well as have a tenth grade reading level.



Retail Marketing

Career Choices

Sales Associate - 2 terms

Course Description

Students in the Retail Marketing program receive hands-on training by working in the school store. They learn cash handling, handling and controlling inventory, purchasing, promotion/advertising, personal selling/customer service, and merchandising.

First-term course work consists of basic math, customer service in preparation for national certification, business software such as PowerPoint and Excel, and trade math. In the second term, students take courses in personal selling, virtual retail marketing essentials, merchandising, and business math. Students in the second term have an opportunity to supervise.

Prerequisites

Students should have sixth grade reading and math skills and Work Keys scores at Level 4 for both Applied Math and Reading for Information. Students interested in Retail Marketing should have a strong aptitude to deal effectively with the public and a willingness to work hard.

