

Career Choices – Certificate of Completion Programs

- Cable Installer
- Copier Servicing and Repair Technician
- Computer Peripheral Servicing and Repair Technician
- Network Support Technician

Depending on skills, abilities, and interests, students can participate from 1-7 terms

Program Description

MCTI's Office Automation Program has a well-equipped office automation lab that provides a realistic setting for up-to-date, hands-on training. Students spend approximately 30 hours a week maintaining and repairing office management systems, computers, copiers, printers, cash registers, fax machines, and other office equipment. Students also work toward three national certifications for computer repair and networking including A+ Computer Certification. Depending on interest and ability, students may also learn webpage design and basic computer programming.

Job Outlook

Skilled graduates can expect job placement in a short period of time. Entry-level wages range from \$7.40 – \$15 per hour and are dependent on the geographical area in which the student relocates.

Aptitude/Abilities

- Above average learning ability, including mechanical reasoning and verbal/math skills
- Average spatial/form perception
- Demonstrated ability to logically solve problems with abstract and concrete variables, strong interpersonal communication skills and computer literate
- Ability to make good judgments, multitask and perform precision work
- Academic abilities are detailed in the MCTI catalog & on the MCTI website

Michigan Career and Technical Institute (MCTI)

Michigan Rehabilitation Services (MRS)
Department of Licensing and Regulatory Affairs (LARA)
11611 West Pine Lake Road
Plainwell, MI 49080
Toll Free 1-877-901-7360 TTY 1-269-664-9294
www.michigan.gov/mcti

