



# Michigan Career & Technical Institute

GUIDING YOU TO CAREER SUCCESS

[MICHIGAN.GOV/MCTI](http://MICHIGAN.GOV/MCTI)

## CONTENTS

About MCTI	<b>3</b>	 Automotive Technology	<b>10</b>
Why choose MCTI?	<b>4</b>	 Cabinetmaking/Millwork	<b>11</b>
Admissions	<b>4</b>	 Certified Nurse Assistant (CNA)	<b>12</b>
Get the full MCTI experience	<b>5</b>	 Culinary Arts	<b>13</b>
Financial Aid	<b>5</b>	 Custodial	<b>14</b>
Career Readiness Center (CRC)	<b>6</b>	 Electronics	<b>15</b>
Support Services	<b>7</b>	 Graphic Communications	<b>16</b>
Placement Services	<b>8</b>	 Grounds Maintenance and Landscaping	<b>17</b>
		 Machine Technology	<b>18</b>
		 Office Automation	<b>19</b>
		 Pharmacy Services	<b>20</b>
		 Retail Marketing	<b>21</b>
		 Weatherization	<b>22</b>

Want to visit MCTI?

Make an appointment and arrange for any necessary accommodations by e-mailing [MDHHS-MCTIAdmissions@Michigan.gov](mailto:MDHHS-MCTIAdmissions@Michigan.gov).

For more information, visit [michigan.gov/MCTI](http://michigan.gov/MCTI) or e-mail the Admissions Office at [MDHHS-MCTIAdmissions@Michigan.gov](mailto:MDHHS-MCTIAdmissions@Michigan.gov).

TTY users may contact MCTI by dialing 711 and providing the relay operator with MCTI's main number, 269-664-4461.

## ABOUT MCTI

The Michigan Career & Technical Institute (MCTI) is an educational center for adults with disabilities in Michigan. It is the 2<sup>nd</sup> largest rehabilitation training center in the country. MCTI is supported by the Michigan Department of Health and Human Services and Michigan Rehabilitation Services.

MCTI is located on Pine Lake in southwestern Barry County. Our campus has 72 acres of land and access to 700 feet of Pine Lake. Our classrooms, dorm rooms, cafeteria, library and other services are located in one building.

If you do not want to live on campus, a 2-3 bedroom apartment is available off campus. These apartments are located across from campus.

Note: For eligible students, tuition and room and board may be free.

MCTI offers Career Assessment Services that help students explore job options. MCTI also offers the following services:

- Medical and counseling services
- Occupational therapy
- Interpreters for deaf students
- Classroom and job accommodations
- Job placement services

MCTI has 13 training programs. Each program has an active advisory committee made up of people who work in the same business. Our committees help make sure our curriculum and equipment meet business standards.

MCTI is recognized by the Council on Occupational Education (COE) located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 and the Commission on Accreditation of Rehabilitation Facilities (CARF). MCTI also works with the U.S. Department of Veteran Affairs.

## MCTI MISSION STATEMENT

The Michigan Career and Technical Institute conducts vocational and technical training programs and provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment.

## MCTI PHILOSOPHY

At MCTI, we believe our students:

- Are the most important people at our school
- Should be treated equally
- Should be treated with respect

We work to encourage and prepare our students for future jobs. We offer physical, social and cultural support to meet every student's needs. It is also our job to help students live independently.

## WHY CHOOSE MCTI?

- MCTI accommodates most disabilities
- MCTI offers interpreters for students
- Our team works one-on-one with each student to help them reach their goals
- MCTI uses a hands-on learning method
- All programs use similar technology and equipment required of each job
- All programs teach in environments very similar to each job
- 80% of skilled MCTI graduates get jobs

## ADMISSIONS

To apply, students must be 18 years of age or older. Students may be referred by:

- Michigan Rehabilitation Services
- Veterans Affairs
- Bureau of Services for Blind Persons
- Other private rehabilitation agencies
- Or as a private pay student

To be eligible, students must:

- Want to find a job at the end of training
- Actively participate in their training
- Be motivated to learn
- Stay on task
- Have a stabilized disability
- Understand acceptable social behavior
- Get along with peers
- Follow rules
- Work under supervision
- Live independently in the MCTI dorm (or apartment)
- Make good judgments
- Balance academic, social and after-school activities
- Not harm oneself or others

Note: Referrals with a Full Scale IQ score between 70-75 may be asked to participate in an interview to see if the student will likely succeed at MCTI.

If a student is accepted to MCTI's Career Readiness Program or assessment, it does not mean the student is accepted in a training program. Students must meet the program requirements before they enroll.

## QUESTIONS?

Prospective students can obtain additional information about MCTI by:

- **Calling** the Admissions Office at 877-901-7360
- **Visiting** the website at [Michigan.gov/MCTI](http://Michigan.gov/MCTI)
- **Emailing** the Admissions Office at [MDHHS-MCTIAdmissions@Michigan.gov](mailto:MDHHS-MCTIAdmissions@Michigan.gov)
- **Writing** the Admissions Office, Michigan Career & Technical Institute, 11611 W. Pine Lake Road, Plainwell, MI 49080

## THE MCTI EXPERIENCE

Want to come and tour MCTI? Tours are offered on designated dates. You can make a reservation to visit the school. During the tour, you will get to:

- Explore MCTI's campus
- Tour the facility
- And learn about the programs

You can make an appointment today by calling 877-901-7360. You can request wheelchair and interpreter services for the tour.

## REFERRAL AGENCIES

To attend MCTI, a student must be referred by one of the following agencies:

- Michigan Rehabilitation Services
- Bureau of Services for Blind Persons
- Veterans Affairs
- Private rehabilitation agencies
- Or enter as a private pay individual

## ENROLLMENT TIMES

- Enrollment for most training programs occurs 4 times a year
- Enrollment in Career Assessment Services and the Career Readiness Center occurs every 5 weeks (between August and June)
- All training programs have their own enrollment list
- Note: Our Grounds Maintenance and Landscaping program enrolls only in fall and spring terms

If a student meets the program requirements, the Admissions Counselor will place their name on the waiting list. Students will be accepted in the order of application approval.

## FINANCIAL AID

- MCTI participates in the Federal Pell Grant and Federal Supplemental Education Opportunity Grant programs
- The student, state of Michigan and Federal Vocational Rehabilitation Program share educational costs at MCTI
- Students who are eligible for Michigan Rehabilitation Services or the Bureau of Services for Blind Persons are not charged for tuition, room or board on campus
- Financial aid applications are available online at [www.fafsa.edu.gov](http://www.fafsa.edu.gov)
- Our programs require a complete financial aid application
- Students must reapply for financial aid every year (before the May term)
- Questions? Call the MCTI Financial Aid Office at 877-901-7360

## CAREER READINESS CENTER (CRC)

The Career Readiness Center (CRC) includes:

- Career Assessment Services
- Math and Literacy Services

At MCTI, we want to help students succeed. That's why our CRC programs help students improve their reading, math, basic computer and employability skills. Our CRC programs help potential students of MCTI's training programs succeed.

Our CRC programs help prepare students for the training program that matches their skills and interests. We offer programs and classes to develop and improve students' skills needed for their career.

### CAREER ASSESSMENT SERVICES (CAS)

CAS is a vocational evaluation program that offers students:

- The opportunity to develop realistic employment goals
- A better understanding of their personality, interests, skills and abilities.

CAS is a 5 week program, for students to participate in many different assessments. After the assessments, students can compare their knowledge to see if they are ready for training and/or finding a job.

This service helps students find out which skills they need to work on before they enter a training program or job.

### CAREER ASSESSMENT IS FOR STUDENTS WHO:

- Are interested in training and finding a job, but are not sure if they will succeed
- Are interested in finding a job, but are not sure which job
- Want to demonstrate what he or she can and cannot do
- Have academic or learning difficulties
- Need accommodations to help with training and job placement

### RESULTS

At the end of the program, the CAS staff will document the student's skills. This will help the student and counselor:

- Develop a training/career plan
- Find out what supportive services are needed
- Provide an estimated start date for their MCTI training program

## MATH AND LITERACY SERVICES

The CRC provides math and literacy services. This is a 5-10 week program that helps students develop their skills. This program teaches post-secondary skills and strategies.

MCTI programs accommodate each student's needs and help improve:

- Math and literacy skills
- Study skills
- Computer skills
- Communication and other skills

## SUPPORT SERVICES

At MCTI, we want to prepare students to find a job after graduation. MCTI offers many supportive services to help students be successful.

### MCTI REHABILITATION COUNSELORS

Students are assigned to an MCTI rehabilitation counselor. All counselors offer support and guidance throughout the student's training. Counselors also work to identify what services are needed for each student. The student's progress is discussed throughout the student's training.

### HEALTH SERVICES

The MCTI Health Services department offers services that help students complete their training program. Students can make an appointment with our:

- Registered Nurse
- Nurse Practitioner
- Occupational Therapist
- Counselors
- Contract physician

### HOUSING SERVICES

MCTI students live in comfortable dorms or share suites with assigned roommates. Our dorm staff work 24 hours a day to help students. They also work with the Student Government to make living on campus a happy and safe experience.

### PINE LAKE APARTMENTS

The Pine Lake Apartments are located across from campus. The apartments have 20 two- and three-bedroom units. All units are:

- Smoke-free
- Handicap accessible
- Available at a reasonable cost

### ACCOMMODATIONS AND ASSISTIVE TECHNOLOGY

Students can meet with MCTI's occupational therapist before they enroll. The occupational therapist may recommend specific accommodations and/or helpful devices to support training.

The occupational therapist will make sure all accommodations are made before the student starts their program.

### AFTER-SCHOOL SERVICES

MCTI offers many after-school activities.

Our activities include:

- Boating
- Canoeing
- Fishing
- Swimming
- Biking
- Golf
- Tennis
- Softball
- Horseshoes and more

Year-round activities include:

- Swimming
- Fitness training
- Bowling
- Archery
- Basketball
- Volleyball
- Card games

Students can also participate in:

- Arts
- Leather work
- Photography
- Guitar

Off-campus activities are planned each week and include:

- Shopping
- Going to the movies
- Bike trips
- Local festivals
- Sporting events
- Concerts
- Lake Michigan beach parties

### STUDENT GOVERNMENT

Our student government help make sure students are happy and involved with school activities. It consists of:

- **Student Council** handles issues with student activities and concerns as well as assisting to resolve dorm-related problems and violations. It is managed by:
  - President
  - Vice president
  - Treasurer
  - And representatives from each program
- **Student Court** is the judicial branch of the student government. The Student Court hears all cases that involve disagreements and violations.

### PLACEMENT SERVICES

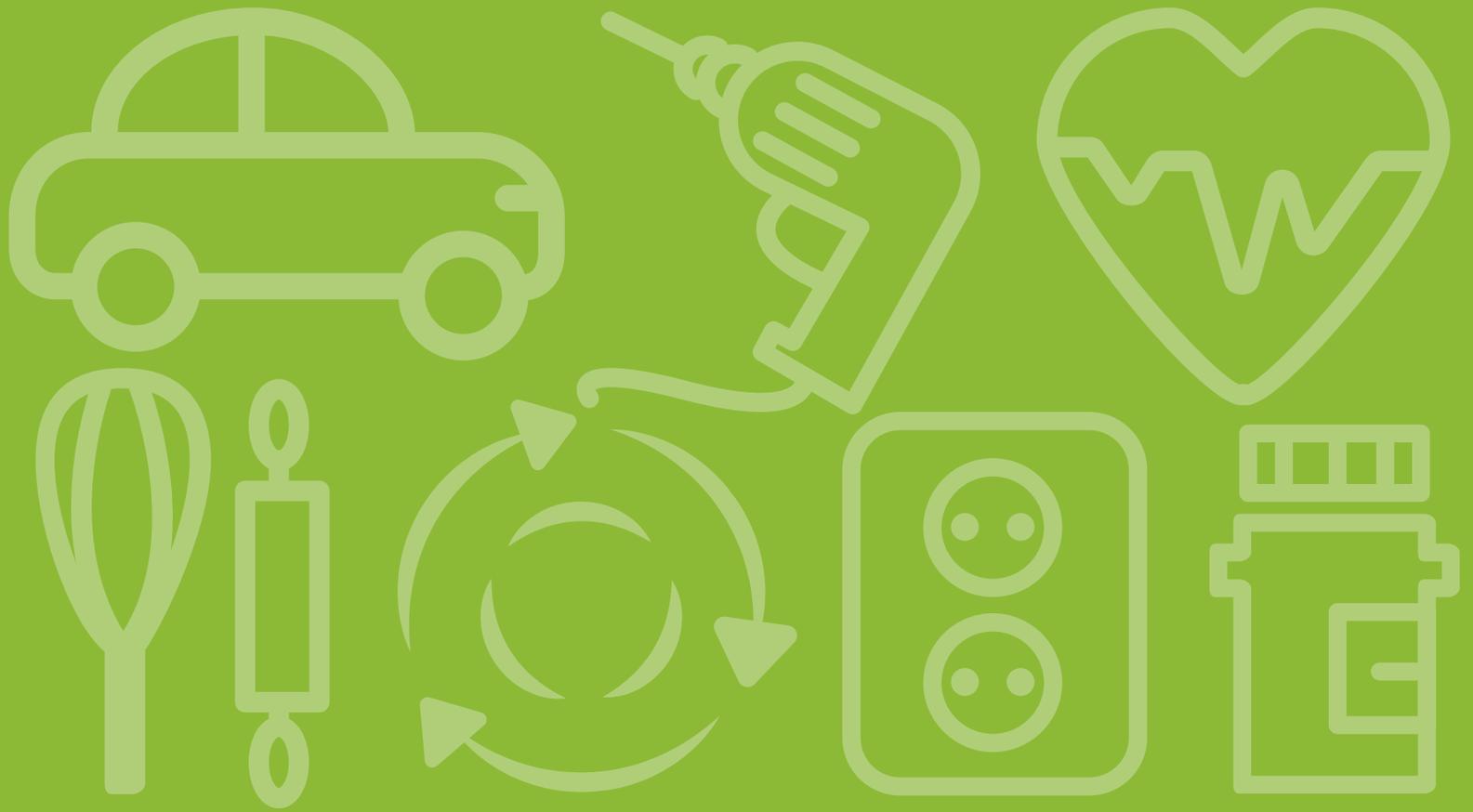
Placement Services:

- Introduce students to the job searching process
- Give tips to overcome job obstacles
- Work with student in their search for jobs

Every student is involved in the placement process. Students, instructors, counselors and the placement staff work as a team to find a job. The staff also works with employers throughout Michigan.

Placement staff helps students:

- Fill out practice applications and interviews
- Write resumes and cover letters
- Find job-search videos and internet access
- Search lists of job openings
- Use the telephone and fax machine
- Apply postage for direct mailings
- Find transportation to interviews
- Locate housing and transportation
- With follow-up services



# TRAINING PROGRAMS COURSE OVERVIEW

We have a career path that will work for you.



## AUTOMOTIVE TECHNOLOGY

### JOB OPTIONS:

- GENERAL MAINTENANCE TECHNICIAN
- BRAKE TECHNICIAN
- SUSPENSION/STEERING TECHNICIAN
- AUTOMOTIVE ELECTRICAL TECHNICIAN
- HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TECHNICIAN
- ENGINE PERFORMANCE TECHNICIAN
- AUTO PARTS SPECIALIST

Depending on your skills, ability and interests, you can participate in 1-6 terms.

### PROGRAM DESCRIPTION

Our Automotive Technology Program works like a small repair and auto parts shop. Students learn basic shop practices and learn how to work on vehicles. During each 10-week course, students learn how to diagnose and repair:

- Brakes
- Suspensions and steering
- Heating/air conditioning
- Engine performance systems
- Electrical/electronics

Students work to become certified by the state of Michigan and through the National Institute of Automotive Service Excellence (ASE). There are also two 5-week courses that prepare students to be an oil change technician and tire service technician. The Parts Specialist Program is available for select students and includes the skills necessary for the ASE certification which includes a 5-week work internship.

This program meets National Automotive Technicians Education Foundation (NATEF) standards.

### JOB OUTLOOK

Students who complete our program find a job easily. Starting pay may range from \$8.50 - \$15 an hour. Once employed, experienced students with leadership skills can work towards a position of shop foreman or service manager.

### SKILLS

Students must be able to:

- Communicate through writing and speaking
- Handle physically demanding work
- Get into awkward physical positions
- Problem solve
- Meet and communicate with people

Other skills include:

- Average spatial reasoning
- Average motor coordination
- Average manual dexterity
- Average learning ability
- Computer literacy
- Strong mechanical reasoning
- Above average skill in working with your hands

A valid, unrestricted Michigan driver's license is required. Potential students will interview with the instructor before acceptance.

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

## CABINETMAKING/MILLWORK

### JOB OPTIONS:

- CERTIFIED WOODWORKING MACHINE OPERATOR
- CERTIFIED WOODWORKING MACHINIST
- CERTIFIED WOODWORKING MOLDER SPECIALIST
- CERTIFIED COMPUTERIZED NUMERICAL CONTROL (CNC) WOODWORKING SPECIALIST
- CERTIFIED CABINETMAKER/BENCH CARPENTER

Depending on your skills, ability and interests, you can participate in 1-5 terms.

### PROGRAM DESCRIPTION

MCTI's Cabinetmaking/Millwork Program is home to the Midwest Advanced Woodworking Technology Center. This program is one of the best in the country. Students learn how to use woodworking machinery and software. Individual and production projects help students develop their skill and knowledge. A flexible training option is also available. Students work to become certified by the national Woodworking Career Alliance (WCA).

### JOB OUTLOOK

The average starting pay for graduates is \$12.75/hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Handle physically demanding work
- Calculate measurements
- Make good judgments
- Complete detailed work

Other skills include:

- Strong mechanical skill
- Average learning ability
- Average finger and manual dexterity
- Average form perception

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).



## CERTIFIED NURSE ASSISTANT

### JOB OPTION:

- CERTIFIED NURSE ASSISTANT

### PROGRAM DESCRIPTION

Our Certified Nurse Assistant (CNA) Program teaches students to care for patients in a kind and compassionate way. Students learn patient care techniques in a lab environment and in a clinical rotation at a nursing home.

Students receive hands-on experience in:

- Patient care
- Communication
- Medical terminology
- Documentation
- Medical equipment

At the end of the program, students can participate in study sessions to prepare for the state of Michigan competency exam.

### JOB OUTLOOK

Job opportunities for nursing assistants are in:

- Nursing homes
- Home care
- Hospitals and private duty

Starting pay may range from \$8.50 - \$12.50 an hour.

### SKILLS

Students must be able to:

- Follow orders
- Work under close supervision
- Perform well under stress
- Multitask
- Be emotionally stable
- Be caring
- Have good communication skills
- Enjoy working with people
- Handle physically demanding work

Students must be crime-free as outlined in public acts 27.28 and 29 (2006). Students must not have pending charges. Students will interview with instructors before acceptance.

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

## CULINARY ARTS

### JOB OPTIONS:

- UTILITY WORKER
- LINE COOK
- FOOD SERVICE WORKER
- COOK
- COOK'S HELPER
- COOK/MANAGER

Depending on your skills, ability and interests, you can participate in 1-6 terms.



### PROGRAM DESCRIPTION

Our Culinary Arts Program is taught in the Pine Cove Restaurant on campus, in the school cafeteria and state of the art commercial kitchen.

Students will learn how to:

- Prepare large amounts of food
- Cook breakfast
- Serve food

The program offers classes for:

- Chef certification
- ServSafe
- Nutrition
- Supervision

### JOB OUTLOOK

Students who complete our program find a job easily. Starting pay may range from \$8.50 - \$10.75 an hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Follow written or spoken instructions
- Work well under pressure
- Prioritize tasks
- Make good judgments
- Handle physical tasks:
  - Stand for long periods of time
  - Work in extreme heat
  - Work in many different conditions
- Communicate well

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

## CUSTODIAL

### JOB OPTIONS:

- CUSTODIAL SUPPORT WORKER
- CUSTODIAN

Depending on your skills, ability and interests, you can participate in 1-2 terms.

### PROGRAM DESCRIPTION

Our Custodial Program teaches students to be skilled, experienced building and commercial custodians. The program uses updated equipment and allows students to learn at on-campus job stations.

Students gain experience in:

- Daily cleaning
- Floor maintenance
- Stripping of floors
- Restroom sanitation
- Daily carpet cleaning and shampooing
- Using and maintaining equipment

Students also learn how to follow work schedules and keep inventory.

### JOB OUTLOOK

Skilled graduates can expect job placement within a short period of time. Entry-level wages are dependent on geographical area and vary from \$8.50–\$11 per hour.

### SKILLS

Students must be able to:

- Handle physically demanding and repetitive work
  - Stand
  - Walk
  - Stoop
  - Reach
  - Occasionally lift and carry
- Follow and remember instructions
- Work without supervision

Other skills include:

- Good observation skills
- Good communication skills
- Task planning

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

# ELECTRONICS

## JOB OPTIONS:

- ASSEMBLER/TESTER
- INDUSTRIAL TESTER/INSTALLER
- INDUSTRIAL ELECTRONICS TECHNICIAN

Depending on your skills, ability and interests, you can participate in 2-6 terms.

## PROGRAM DESCRIPTION

Our Electronics/Manufacturing program is taught in an up-to-date electronics lab. This offers hands-on learning. Students learn basic skills for most electronic businesses and manufacturing industries.

Our courses prepare students for entry-level jobs in:

- Industrial electronics
- Maintenance
- Manufacturing

Students spend more than 75% of the time in the lab.

## JOB OUTLOOK

Students who complete the program find a job easily. Starting pay may range from \$9–\$17 an hour.

## SKILLS

Students must have above average:

- Verbal skills
- Math skills
- Manual/finger dexterity
- Hand-eye coordination
- Motor coordination
- Spatial/form perception
- Learning ability
- Mechanical reasoning skills

Students must also be able to:

- Understand technical instructions in mathematical and visual form
- Solve problems with abstract and concrete variables
- Make good judgments
- Complete detailed work
- Multitask
- Bend, lift, stoop and occasionally lift 50 pounds
- Stand for long periods of time
- Work in an industrial-manufacturing environment

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).



## GRAPHIC COMMUNICATIONS

### JOB OPTIONS:

- SCREEN PRINTER
- BINDERY/FINISHING WORKER
- PRESS ASSISTANT

Depending on your skills, ability and interests, you can participate in 2-3 terms.

### PROGRAM DESCRIPTION

Our Graphic Communications Program is taught in a production environment. Students learn how to use specialized printing equipment to make a variety of products including:

- T shirts and posters using the screen printing process
- Booklets, forms, and sheet products using offset lithography
- Labels used in the packaging industry using flexography

### JOB OUTLOOK

Students who complete our program find a job easily. Starting pay may range from \$9.70–\$12.00 an hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Perform many tasks
- Complete detailed work
- Handle physically demanding work
- Perceive color, number and form
- Pay attention to detail

Other skills include:

- Average mechanical skill
- Average manual dexterity
- Average motor coordination
- Computer literacy
- Task planning
- Organization

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

## GROUNDS MAINTENANCE AND LANDSCAPING

### JOB OPTIONS:

- GENERAL MAINTENANCE WORKER
- GROUNDS MAINTENANCE-LANDSCAPING TECHNICIAN

Depending on skills, ability and interests, students can participate in 1-2 terms.

Note: Students are accepted in the fall and spring semesters only.

### PROGRAM DESCRIPTION

Our Grounds Maintenance and Landscaping Program works like a small grounds maintenance and landscaping business. Students work as a crew and gain experience on campus.

Students learn how to use power equipment and hand tools to:

- Maintain lawns and other areas
- Trim and prune hedges and bushes
- Plant trees, shrubs and flowers

During the winter, students are exposed to snow and ice removal. The “crew” also learns how to maintain the equipment. In addition, students learn about pesticides and irrigation.

### JOB OUTLOOK

Students who complete our program find a job easily. Starting pay may range from \$8.50–\$10 an hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Work independently outdoors
- Stand and walk for an 8-hour day
- Lift frequently
- Handle physically demanding work
- Make good judgments and observations
- Prioritize tasks
- Follow written and spoken instructions

Other skills include:

- Low to fair manual dexterity
- Low to fair motor coordination
- Good communication skills

A valid, unrestricted Michigan driver’s license or permit is required.

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).



## MACHINE TECHNOLOGY

### JOB OPTIONS:

- MACHINE OPERATOR
- FABRICATION WELDER
- PRODUCTION WELDER
- COMPUTERIZED NUMERICAL CONTROL (CNC) OPERATOR

Depending on skills, ability and interests, students can participate from 1-3 terms.

### PROGRAM DESCRIPTION

Our Machine Technology Program does not require previous training. This program teaches students machine operations, like:

- Layout
- Sawing
- Manual milling
- Manual Turning
- Surface Grinding

At the end of the machine training, students can choose to learn welding or CNC training.

- o Welding students study:
  - Shielded Metal Arc (ARC) welding
  - Metal Inert Gas (MIG) welding
  - Tungsten Inert Gas (TIG) welding
- o CNC students learn G&M code programming and use both manual and Computer Aided Manufacturing (CAM) software.

Students also learn how to properly set up and operate machines. This allows students to create parts using CNC milling and turning operations.

Students who meet industry standards continue with fabrication training and use training to manufacture products for people.

### JOB OUTLOOK

Students who complete our program find a job easily. Job opportunities are good for trained operators and welders. Starting pay may range from \$8.50–\$12 an hour.

### SKILLS

Students must be able to:

- Problem solve
- Calculate measurements
- Stand for long periods of time
- Perceive space and form

Other skills include:

- Average learning ability
- Motor and fine finger dexterity
- Mechanical reasoning
- Computer literacy

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

## OFFICE AUTOMATION

### JOB OPTIONS:

- CABLE INSTALLER
- COPIER SERVICING AND REPAIR TECHNICIAN
- COMPUTER/PERIPHERAL SERVICING AND REPAIR TECHNICIAN
- NETWORK SUPPORT TECHNICIAN

Depending on skills, ability and interests, students can participate from 1-6 terms.

### PROGRAM DESCRIPTION

Our Office Automation Program is taught in a realistic automation lab for hands-on learning. Students spend about 30 hours a week maintaining and repairing:

- Office management systems
- Computers
- Copiers
- Printers
- And other office equipment

Students work to receive national IT certifications for computer repair. Students may pass up to 10 IT national certifications for the IT industry. This includes the international CompTIA and Microsoft.

### JOB OUTLOOK

Students who complete our program find a job easily. Starting pay may range from \$8.50–\$15 an hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Make good judgments
- Multitask
- Complete detailed work
- Perceive space and form
- Solve problems with abstract and concrete variables

Other skills include:

- Above average learning ability
- Mechanical reasoning
- Verbal and math skills
- Strong communication skills
- Computer literacy

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).



## PHARMACY SERVICES

### JOB OPTIONS:

- PHARMACY TECHNICIAN

Depending on skills, ability and interests, students can participate from 1-3 terms.

### PROGRAM DESCRIPTION

Our Pharmacy Services Program offers hands-on training in:

- Pharmacy skills
- Pharmacy-related calculations
- Cashiering and inventory management in a mock pharmacy lab

Students learn how to use medical and pharmaceutical terms. Students also learn how to interact professionally with:

- Pharmacy customers
- Co-workers
- And other healthcare professionals

This program offers help and practice to prepare for national certification.

### JOB OUTLOOK

Employment is expected to increase through 2016. Job opportunities are expected to be good. Students who complete our program find a job easily. Starting pay may range from \$8.50–\$13 an hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Problem solve
- Communicate through writing and speaking
- Complete detailed work
- Take initiative
- Adapt to change
- Use information technology
- Stand for long periods of time
- Make good judgments
- Manage time

Other skills include:

- Organization skills
- Average clerical perception
- Strong communication skills
- Math skills: algebra, proportions, decimals, fractions, weights and measures
- Basic keyboarding skills and can type 30 words per minute

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).

## RETAIL MARKETING

### JOB OPTIONS:

- STOCK CLERK
- CASHIER
- SALES ASSOCIATE
- FIRST-LINE SUPERVISOR

Depending on skills, ability and interests, students can participate from 1-2 terms.

### PROGRAM DESCRIPTION

Our Retail Marketing Program is taught in the Eagle Shack, the on-campus store.

Students learn:

- Customer service
- Personal selling
- Cash handling
- Inventory control
- Merchandizing
- Promotion and advertising

Students also receive training in National Retail Skill Standards for loss prevention and safety procedures.

### JOB OUTLOOK

Students who complete our program find a job easily. Starting pay may range from \$8.50–\$10 an hour. Pay will depend on the location of the job.

### SKILLS

Students must be able to:

- Multitask
- Complete detailed work
- Enjoy working with people

Other skills include:

- Average verbal skills
- Average math skills
- Clerical perception
- Low to fair manual dexterity
- Strong communication skills

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).



## WEATHERIZATION

### JOB OPTIONS:

- INSULATION INSTALLER
- GENERAL WORKER
- WEATHERIZATION INSTALLER

Depending on skills, ability and interests, students can participate for 1-2 terms.

### PROGRAM DESCRIPTION

Our Weatherization Program teaches students in a high-tech lab. Students learn basic repair techniques in different locations, including:

- An attic
- Crawl spaces
- And on the home's interior and exterior.

Students learn the "House as a System" method. Students learn how to:

- Do structural air sealing
- Make basic structural repairs
- Install various forms of insulation

Students work to receive national safety and industry certifications. These certifications help make sure customers' homes are safe, strong and energy efficient. This training requires a student to work safely:

- At different heights
- In confined spaces
- Around environmental hazards
- And in different weather conditions

### JOB OUTLOOK

Job opportunities are expected to be excellent through 2018. Students who complete our program find a job easily. Pay may start at around \$12.04/hour.

### SKILLS

Students must be able to:

- Calculate measurements
- Make good judgments
- Complete detailed work
- Know how to do math calculations, decimals and fractions
- Enjoy many tasks

Other skills include:

- Average form and spatial perception
- Average finger and manual dexterity
- Average learning ability
- Good mechanical skill
- Good communication skills

For more information, visit [www.michigan.gov/MCTI](http://www.michigan.gov/MCTI).



Michigan Rehabilitation Services (MRS) is funded 78.7% with USDOE-RSA Title I federal funds, and 21.3% with state and local funds.

Michigan Department of Health and Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to an MDHHS office in your area. Any person suspecting a discriminatory practice should contact:

MCTI Director, 11611 West Pine Lake Rd, Plainwell, MI 49080.  
Call 1-877-901-7360 (Voice).

TTY users may contact MCTI by dialing 711 and providing the relay operator with MCTI's main number, 269-664-4461.

MRS-Pub-317 (Rev. 10-16) Previous edition may be used

We have a career path that will work for you.



Michigan Career &  
Technical Institute

MICHIGAN.GOV/MCTI  
877-901-7360