

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 1-5 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, laptops, portable devices, printers, and other office equipment. Students also work toward nationally recognized IT certifications for computer repair and networking. Depending on interest and ability, students may pass up to 10 IT national certifications for the IT industry including internationally recognized CompTIA and Microsoft.

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

Michigan Career and Technical Institute (MCTI)

Michigan Rehabilitation Services (MRS)

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Department of Human Services

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