

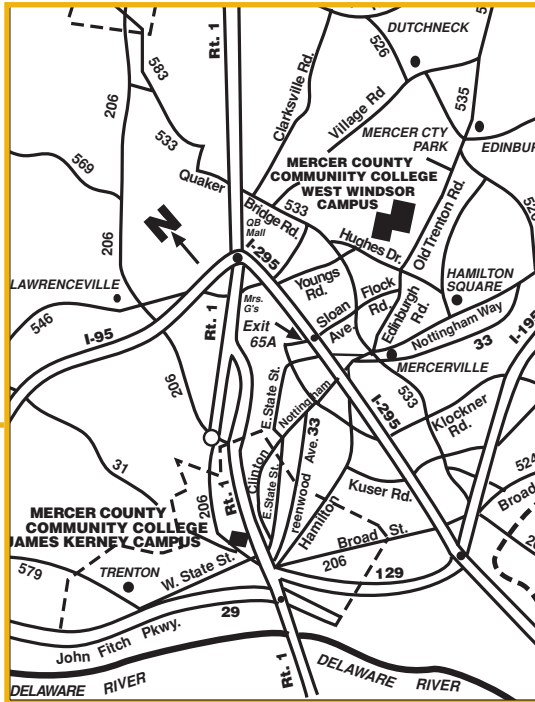
Student Feedback

"CTI gave me the opportunity to learn in a classroom environment that I thought I'd never have again... and it worked!" - Joe Geraci

"CTI is a great course and you get out of it what you put into it." - Tracey Murphy

"I'm using all the skills that I've learned and I'm still learning!" - Elsie Davis

*"The new skills I obtained in PC applications and the wonderful, supportive environment at CTI gave me the confidence I needed to return to the job market after my company of 27 years closed. Finding a new position was relatively easy, as I felt comfortable going out with new upgraded computer skills."
- Mary Ann Flynn*



The Career Training Institute (CTI) is located at the Trenton Campus of Mercer County Community College
102 North Broad Street
Trenton, NJ 08608

Mercer County Community College is committed to a policy of equal treatment and opportunity in every respect of its relations with current and prospective faculty and staff members, without regard to race, color, religion, affectional or sexual orientation, gender and/or gender identity or expression, marital or parental status, ethnicity, nationality, veteran or military status, age, disability and any other legally protected basis. This includes, but is not limited to, recruitment, hiring or appointment, selection for training, transfer, layoff, promotion, compensation, and granting of tenure.

Questions regarding the equal opportunity policy and compliance statement may be directed to the Affirmative Action Officer, West Windsor Campus, (609) 570-3270.

Contact the Career Training Institute

P: 609.570.3188
F: 609.570.3107
W: www.mccc.edu



Mercer County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

OCE • 600 • 10/12

CTI

Career Training Institute



**Administrative
Professional Training
For Your Career!**

Get **Career
Solutions** at MCCC



Our Mission

We offer specialized computer and soft skills training to students of diversified backgrounds to equip them to meet the challenges of the 21st century job market.

Training Options

The Career Training Institute offers flexible training programs designed to fit the needs of the current workforce. Following completion of the **Core Curriculum** (earning the **Clerk Typist Certificate**), five **Advanced Certificate Options** are available to participants.

Professional career development, job placement assistance, and referrals are available on site. Successful completion of any of these training programs earns a certificate of achievement.

After 90 days of work experience, students will receive a free 3-credit course of their choice at Mercer County Community College.

Length of Training:

750 hours, 30 weeks

Hours of Operation:

Monday through Friday, 9 a.m. to 3 p.m.

Entry Requirements:

High School Diploma or GED, Grade 9.0 math skill level and Grade 9.0 reading skill level

Core Curriculum

Completion of the core curriculum will earn a **Clerk Typist Certificate**.

Keyboarding

Computer Concepts

- Introduction to the PC
- The Internet
- Technology
- Filing Systems
- Windows
- Microsoft Outlook

Business English

- Vocabulary / Grammar
- Business Writing

Business Mathematics

Career Development

- Resume Writing
- Interviewing Skills
- Job Search Techniques
- Dress for Success
- Customer Service Skills



Advanced Certificate Options

After completion of the **Core Curriculum**, any of the following advanced certificates may be pursued:

Administrative Assistant Certificate

- Microsoft Word
- Microsoft Excel

Medical Secretary Certificate

- Microsoft Word
- Medical Terminology
- Medical Insurance
- Medical Billing
- Medical Coding
- Medical Office Procedures

Computerized Accounting Certificate

- Microsoft Word
- Accounting Principles
- Microsoft Excel
- Introduction to QuickBooks
- Introduction to Peachtree

Legal Secretary Certificate

- Microsoft Word
- Legal Terminology
- Basic Business Law

The Microsoft Office Suite Certificate

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint