

YOU'RE ONLY THREE STEPS AWAY

Job Training Admissions Process

1. Fill out the Free Application Form

You must have a valid email address to apply.
Go to grcc.edu/Apply. Choose **JOB TRAINING** under application type.

2. Tuition Options

There are four options available to cover the costs of your tuition.
You may use one or a combination of these methods.

- **Cash, Check, or Credit Card**
- **Third Party Funding (i.e. Michigan Works!, employer, other funding source)**
- **GI Bill® for Qualifying Veterans**
- **Federal Student Aid**

- Create a FSA ID and password at www.studentaid.ed.gov/npas/index
- Complete a Federal Student Aid Application at www.fafsa.ed.gov (use of the FSA ID and password created above is needed to complete)
- You will also need your previous year's tax information and the GRCC School code of 002267 to accurately complete.
- If you are a male, 18 to 26 years old, you must register with selective service.
Go to sss.gov
- Federal Direct Student Loans
Go to www.studentloans.gov
- Complete Entrance Counseling
- Fill out Master Promissory Note (this will calculate maximum loan eligibility).
- Complete the GRCC Direct Loan Request form, available at: grcc.edu/JobTraining.
The GRCC Direct Loan Request Form is also available at the Leslie E. Tassell M-TEC.

3. The ACT WorkKeys Assessments are required for GRCC Job Training Programs.

Please call (616) 234-3800 to schedule an appointment for WorkKeys. If you think you have already taken this assessment at another organization, please call 1 (800) 967-5539 to retrieve your scores and send them to workforcetraining@grcc.edu.



START YOUR CAREER

When you graduate, you will be prepared to pursue – and may have already earned – state and national licenses and certifications. Our programs offer credits toward additional certificates. If you plan to continue your education as you build your career, associate degrees are available in automotive, welding, computer information science and manufacturing – with opportunities to transfer to area colleges for more advanced degrees. Additionally, the credits you earn in our Medical Assistant Program may be applied toward five healthcare degrees at Davenport University.

2019-20 Tuition and financial aid

Each of our programs are eligible for federal financial aid. With the exception of medical assisting, all are VA-certified training options for Veterans. Veterans, visit grcc.edu/JTVeteranChecklist for an application checklist to take advantage of your education benefits.

The cost of each program includes tuition, fees, books and supplies. For the 2019-20 academic year, the cost of each program – except Medical Assistant – is \$6,334 for Kent County residents, and \$6,919 for those living outside of Kent County.

The Medical Assistant program costs \$7,998 for all students. Tuition does not include required immunizations which the participant may need to complete, WorkKeys NCRC assessment fee and a time piece (watch or fob) with a second hand.

Take a tour

Tours are held at 10 a.m. on Mondays at the Leslie E. Tassell M-TEC, 622 Godfrey Ave. SW in Grand Rapids or may be scheduled by appointment.

Topics covered during the tour include:

- Career coaching services
- Employment outlooks
- Enrollment process
- Financial aid
- Programs

Apply now

Fill out your free application today at grcc.edu/Apply.

Class locations

All courses are held at the Leslie E. Tassell M-TEC except Medical Assistant and CNC/ Machine Tool which are held on GRCC's Main Campus.

Leslie E. Tassell M-TEC
622 Godfrey Ave. SW
Grand Rapids, MI 49503
(616) 234-3800
email: training@grcc.edu

Cook Hall, GRCC Main Campus
143 Bostwick Ave. NE
Grand Rapids, MI 49503

Wisner-Bottrall Applied Technology Center (ATC), GRCC Main Campus
151 Fountain St. NE
Grand Rapids, MI 49503

GRCC
grcc.edu/JobTraining



Grand Rapids Community College

JOB TRAINING PROGRAMS

- Automotive Technician
- Computer Support Technician
- Construction Electrician
- Introduction to Construction
- Machinist/CNC Technician
- Medical Assistant
- Residential Construction
- Welding/Fabrication Technician

GRCC

TRAIN FOR A SKILLED TRADES CAREER AT AN ACCELERATED PACE

Job Training's 18-week certificate programs will provide you with hands-on training for careers in high-demand industries.

You will learn from faculty members who are experts in their field, with strong local business and industry ties. A dedicated career coach will work with you on a training plan so you will reach your employment goals.

Unique Program Features

- One-on-one career coaching
- Training for high-wage careers
- Programs begin every other month
- Hands-on learning
- Small class sizes
- Faculty with proven experience
- Strong ties with local business and industry
- Job placement assistance

Automotive Technician

This Job Training program will prepare you for an entry-level position as a state-certified automotive technician. In this program, you will receive a combination of group, hands-on, and individual training for automotive and light trucks. Subjects include braking systems, suspension and steering systems, heating and air conditioning systems, and electrical systems. As each module of training is completed, you will take State of Michigan certification tests for licensing. 10 credits from this program may be applied to an associate degree.

- Starting at \$12-15 per hour

Computer Support Technician

This Job Training program prepares you to begin a career as an entry-level computer support technician and prepares you to pass the two CompTIA A+ certification tests: Core Hardware and Operating System Technologies. CompTIA's A+ certification is the international industry-standard for computer support technicians to prove their broad knowledge and competency in core hardware and operating system technologies. This intensive hybrid course includes coursework, hands-on labs, and exercises to ensure you gain a comprehensive skill set necessary for vendor-neutral installations, configurations, diagnosing, preventive maintenance, and basic networking. 13 credits from this program may be applied to an associate degree.

- Starting at \$14-22 per hour

Construction Electrician

This Job Training program will provide the basic knowledge and skills required to become an electrician and be placed into an apprenticeship program. You will be required to participate in job site, lab area, field trip, and classroom settings. You will receive hands-on training in the following areas: electrical employability skills, construction and electrical safety, hand and power tool safety, construction and electrical math, electrical history, electrical theory, The National Electrical Code, electrical material identification, print reading, and all areas of residential wiring from design to finish work. Upon graduation you will be qualified for employment with an electrical contractor, and you will be eligible to begin as a second year student in the GRCC electrical apprentice program.

- Starting at \$12-14 per hour

Introduction to Construction

This Job Training program focuses on the fundamental skills needed for entry into the construction industry. These skills include print reading, measuring, math, safety, wall layout, roofing, drywall, basic electrical, basic plumbing, finish carpentry, and cabinet making.

- Starting at \$10-14 per hour

Machinist/CNC Technician

This Job Training program teaches you how to set up and operate manual and computer-controlled metal machining equipment. Print reading, precision measuring, and layout will also be covered. Graduates successfully completing this training enter jobs in the tool and die industry, machine trades, and as CNC operators. 13 credits from this program may be applied to an associate degree.

- Starting at \$12-18 per hour

Residential Construction

This Job Training program will prepare you for an entry-level position in carpentry and related positions in the construction industry. You will be involved in building an actual home from the ground up. In addition, you will receive training in safety, site layout, print reading, excavation, foundation, framing, roofing, flat concrete, siding, HVAC, plumbing, electrical, insulation, drywall hanging, painting and wood finishing, trim work, landscaping, installing cabinets, floor covering,

construction math, business, and finance. State approved 60-hour Prelicensure program required for the Builder's License test (Approval #CP199).

- Starting at \$13-17.50 per hour

Welding/Fabrication Technician

In this program, you are trained in all production and fabrication welding applications. Print reading, metallurgy, math, and problem solving are also covered. Employment opportunities include production welding, fabrication, and skilled trades. 10 credits from this program may be applied to an associate degree.

- Starting at \$12-16 per hour

Medical Assistant

Your coursework will combine classroom lecture, group activity, simulation learning, and a competency-based externship experience to prepare you to perform the administrative and clinical tasks to keep health practitioner offices and clinics running smoothly. Upon completion of the course, you will take the Registered Medical Assistant National Certification Exam - which is included in the tuition. Credits you earn in our Medical Assistant Program may be applied toward five healthcare degrees at Davenport University.

- Starting at \$13-15 per hour