

# Getting back to work **YOUR FIRST STEPS**

Sudden job loss can be a very stressful experience. Your community college is here to help.

## **1** Apply for benefits through Michigan Works.

Michigan Works will help explain your benefits as an unemployed worker, post your resume on the Talent Bank and measure your basic education skills.

They will help you look at employment and job retraining options and see if your training program can be paid for by Michigan's No Worker Left Behind program.

### Michigan Works

Port Huron Service Center  
Municipal Office Center (sixth floor)  
100 McMorran Blvd., Port Huron  
(810) 966-3300 [www.michiganworks.org](http://www.michiganworks.org)

## **2** Line up your training options at St. Clair County Community College.

**Don't wait. Get the ball rolling as soon as possible at SC4.** There's no cost or obligation to apply for admission and financial aid. And you'll be ahead of the game when the next semester or training program begins.

- Apply for admission to SC4: [www.sc4.edu/freeapplication](http://www.sc4.edu/freeapplication)
- Apply for financial aid: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

You can apply online or visit us in person:

### SC4's One-stop Student Services Center

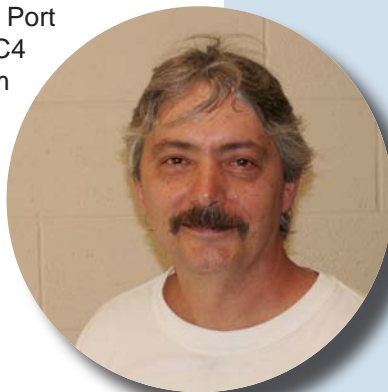
8 a.m. to 6 p.m., Monday and Thursday  
8 a.m. to 4:30 p.m., Tuesday, Wednesday and Friday  
Acheson Technology Center, Room 123  
Stone Street, just south of Glenwood Avenue, Port Huron  
(810) 989-5500 [enrollment@sc4.edu](mailto:enrollment@sc4.edu)

## Meanwhile, start thinking about new career options

**James Arpan of Clay Township** worked locally in a manufacturing plant for 30 years. When the plant moved its operations to Taiwan, he headed to the SC4 Workforce Training Institute to prepare for a new career.

Today, he's a certified nurse aide at Marwood Nursing and Rehab in Port Huron and plans to begin the SC4 licensed practical nurse program this fall. Going to SC4 was essential to his future, he said.

**"There are many fields out there now that people can get into, but the only way to do it is with experience and the training from going back to school."**



## Once you apply to SC4, you become part of our family.

We'll guide you through these next steps:

- Testing – to measure your readiness for college courses or work-force training (refresher classes may be needed)
- Career planning and advising
- Registering and paying for classes



Go farther.

St. Clair County Community College

[WWW.SC4.EDU](http://WWW.SC4.EDU)

# Choosing a **new career**

SC4 offers a variety of training, certificate and degree programs to prepare you for jobs that meet the state's demand occupation standards.

Below are just a few examples of occupations in the Detroit Metropolitan Statistical Area (Lapeer, Livingston, Macomb, Oakland, St. Clair and Wayne counties) that have at least an 11% growth rate and 50 or more job openings, or have positive change and at least 100 job openings.

Visit Michigan's No Worker Left Behind Web site at [www.michigan.gov/nwlb](http://www.michigan.gov/nwlb) and select "What high demand jobs are in my area" to find a complete list of demand occupations.

## Examples of SC4 training programs for re-entry into the job market

| Examples of high-demand, entry-level occupations   | SC4 career programs   | Program type              | Time to complete                        | O*NET codes* for wages and job descriptions |
|--|---|---------------------------|---|---|
| <b>NEW SKILLS/TECHNICAL</b>  |   |                           |   |   |
| First-line supervisor – construction, electrical/electronic engineering technician         | Facility and energy management                              | Associate degree          | 2 years                                 | 47-1011<br>17-3023                          |
| Maintenance and repair worker, telecommunication equipment installer/repairer              | Mechatronics  | Associate degree          | 2 years                                 | 49-9042<br>49-2022                          |
| Automotive service technician, mechanic  | Automotive service  | Training                  | 293 hours, usually 8 months             | 49-3023                                     |
| Cooks – restaurant   | Culinary arts   | Training                  | 187 hours, usually 6 months             | 35-2014                                     |
| <b>HEALTH CARE</b>   |   |                           |   |   |
| Medical assistant  | Medical clinical assistant                                  | Associate degree          | 2 years                                 | 31-9092                                     |
| Medical assistant  | Medical coding and billing                                  | Training                  | 315 hours, usually 8 months             | 31-9092                                     |
| Medical secretary  | Administrative medical assistant                            | Associate degree          | 2 years                                 | 43-6013                                     |
| Medical secretary  | Medical reception   | Training                  | 252 hours, usually 8 months             | 43-6013                                     |
| Nursing aide, orderly, attendant   | Certified nurse aide  | Training                  | 96 hours, usually 5 to 6 weeks          | 31-1012                                     |
| Medical transcriptionist   | Medical transcription                                       | Training                  | 248 hours, usually 8 months             | 31-9094                                     |
| Pharmacy technician  | Pharmacy technician   | Training                  | 75 hours, usually 12 weeks              | 29-5052                                     |
| <b>BUSINESS AND OFFICE</b>   |   |                           |   |   |
| Office clerk - general   | Clerical specialist   | Certificate               | 1 year                                  | 43-9061                                     |
| Office clerk - general   | Computer and office skills for the administrative assistant | Training                  | Up to 800 hours of training, self-paced | 43-9061                                     |
| Executive secretary, administrative assistant  | Administrative executive assistant                          | Associate degree          | 2 years                                 | 43-6011                                     |
| Demonstrator, product promoter   | Marketing   | Certificate               | 1 year                                  | 41-9011                                     |
| First-line supervisor – retail sales, first-line supervisor – non-retail sales             | Business, management  | Associate degree          | 2 years                                 | 41-1011<br>41-1012                          |
| Bookkeeping/accounting/audit clerk   | Accounting  | Associate degree          | 2 years                                 | 43-3031                                     |
| <b>COMPUTERS</b>   |   |                           |   |   |
| Customer service representative  | Computer information systems – applications                 | Certificate               | 1 year                                  | 43-4051                                     |
| Network and computer systems administrator, network systems and data communication analyst | Computer information systems – networking                   | Associate degree          | 2 years                                 | 15-1071<br>15-1081                          |
| Computer support specialist  | PC (computer) repair  | Training/A+ Certification | Up to 800 hours of training, self-paced | 15-1041                                     |
| <b>EMERGENCY SERVICES</b>  |   |                           |   |   |
| Police officer, sheriff patrol officer   | Criminal justice – law enforcement                          | Associate degree          | 2 years                                 | 33-3051                                     |
| Firefighter  | Firefighter   | Training                  | 330 hours, usually 3 months             | 33-2011                                     |

\*Search these O\*NET SOC (Standard Occupational Classification) codes online for job descriptions, wages and employment trends: <http://online.onetcenter.org>

Find a **career** that fits

### Advising and Career Services

[www.sc4.edu/studentsuccesscenter](http://www.sc4.edu/studentsuccesscenter)  
(810) 989-5520

We can help you choose a career path based on your interests, abilities and the work you like to do.

- Personalized educational, career and employment planning
- Computer-based career exploration tools

Get **employment** help for life

### Employment Services

[www.sc4.edu/employment](http://www.sc4.edu/employment)  
(810) 989-5515

SC4 students receive lifetime employment assistance.

- Job search help – during college, after graduation and throughout your career
- Resume help
- Interview tips
- Online job search resources

## SC4 Student Success Center

Acheson Technology Center, Room 124  
Stone Street, just south of Glenwood Avenue, Port Huron



After she lost her job, **Sherilyn Plant of Port Huron** knew she wasn't marketable without a college education. She is now working toward a career as an executive assistant and encourages others to follow her educational journey.

**"It's hard to get a job, and people aren't going to go anywhere without an education."**

**If you're not sure what to do next, just give us a call.**

Our admissions representative, Paulette Bohm, will be happy to help you get started in the right direction.

(810) 989-5553  
[pbohm@sc4.edu](mailto:pbohm@sc4.edu)

**Paying** for college

### Financial Aid

[www.sc4.edu/financialaid](http://www.sc4.edu/financialaid)  
(810) 989-5530

In addition to possible Michigan Works benefits, SC4 can help you explore a variety of other ways to fund your education.

- Many state and federal grant and loan programs for students from a variety of backgrounds
- Wide range of SC4 scholarships for students of all ages
- Student payment plans
- Veterans benefits

## SC4 Financial Aid Office

Acheson Technology Center, Room 123  
Stone Street, just south of Glenwood Avenue, Port Huron

## More college support

### Academic Achievement Center

[www.sc4.edu/aac](http://www.sc4.edu/aac)

(810) 989-5555

- Free tutoring
- Study-skills and life-skills training
- Computerized learning resources
- College-Level Examination Program (CLEP) testing to earn credit for knowledge acquired through life experience.
- Disability services

## Academic Achievement Center

College Center, Room B100

Center of campus, off Stone Street at River Street, Port Huron

## Also on campus

- New library and Learning Resources Center
- Computer labs for student use
- Wireless Internet access
- Child care center
- Refresher courses and basic skills training
- Free Success Seminars such as stress management and career decisions

### Get ready

## for college or career training

SC4's Skills to Work program helps eligible adults get ready to handle college classes or training programs. It provides free training such as GED preparation, introduction to computers and help with reading and math. Call (810) 989-5789 for details.

Program funded by the Macomb/St. Clair Workforce Development/ Workforce Investment Act in coordination with the Michigan Department of Career Development; an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Michigan Relay Center (800) 649-3777 (Voice and TTY).

## Community resources

Adjusting to job loss is never easy. Our local community has many resources and services available to help with your basic needs.

### HEALTH INFORMATION

- People's Clinic (810) 985-4747
- Teen Health Center (810) 987-1311
- Yale Community Health Center (810) 387-3211

### FOOD

- Mid-City Nutrition (810) 982-9261

### COUNSELING SERVICES

- Catholic Social Services (810) 987-9100
- Center for Human Resources (810) 985-5168
- Downriver Community Services (810) 794-4982
- St. Clair County Community Mental Health (810) 987-6911

### HOMELESS/RUNAWAY SERVICES

- Economic Opportunity Committee of St. Clair County (810) 982-8541
- Homeless Healthcare Project (810) 794-4982
- Safe Horizons Pathways Shelter (810) 982-1020

### EMPLOYMENT

- Michigan Rehabilitation Services (810) 982-8571
- Michigan Works (810) 966-3300

### OTHER IMPORTANT NUMBERS

- Social Security Administration (810) 987-9407
- Salvation Army (810) 984-2679
- Veteran's Affairs (810) 989-6945

### FOR ADDITIONAL CONTACTS AND SERVICES

- St. Clair County Community Services Coordinating Body (810) 985-8900

[www.sc4.edu/backtowork](http://www.sc4.edu/backtowork)

August 2008



**Roxanne Cadwell of Port Huron** lost her manufacturing job the week of Thanksgiving 2007.

Today, thanks to SC4's Skills to Work program, she is enrolled in several SC4 classes and plans on pursuing a career in sales and marketing.

**"Don't be afraid. I never thought I could go as far as I have. If I didn't take adult learning classes, I wouldn't be succeeding now."**

## Call today to prepare for tomorrow's top jobs

(810) 989-5500 (800) 553-2427

[enrollment@sc4.edu](mailto:enrollment@sc4.edu)



## St. Clair County Community College

323 Erie St., P.O. Box 5015,  
Port Huron, Michigan 48061-5015