

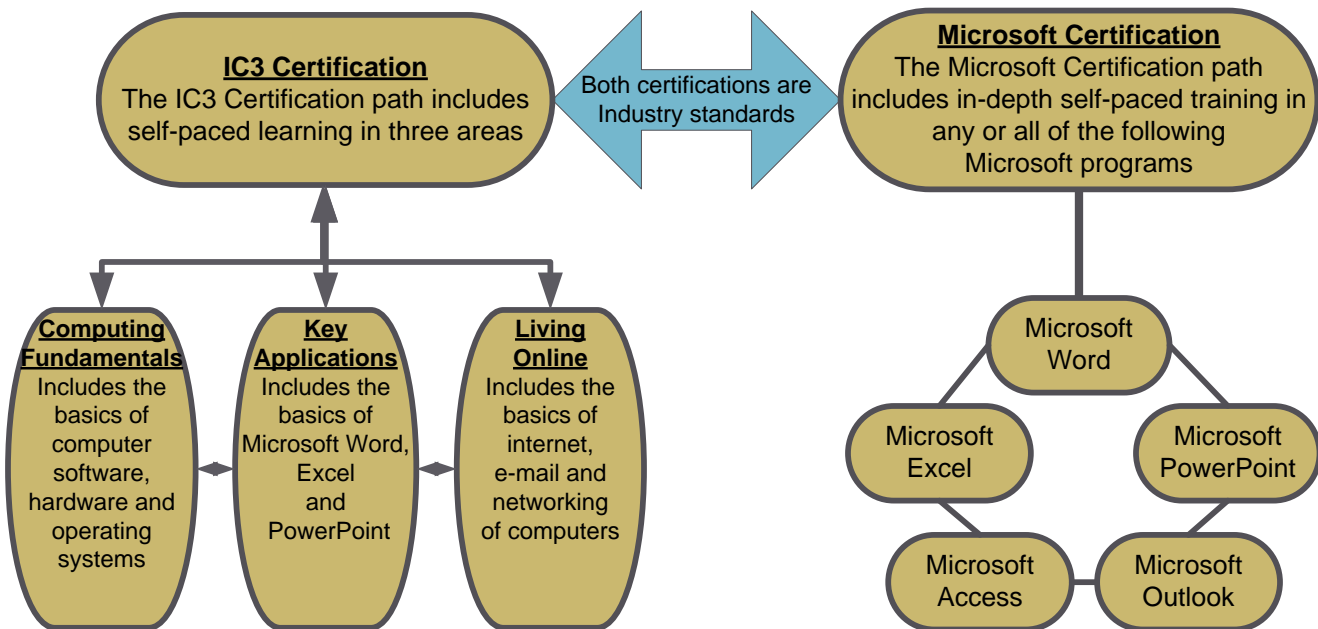
Computer & Office Skills for the Administrative Assistant

Course No. ZPIT-707

This is a one year / 800 hour program.

The cost of this program is \$4,800 which includes:

One year of access to an online computer training program with supplemental study material, additional text books appropriate to area of study, a keyboarding program, test preparation materials, access to other supplemental study materials, and four (4) Microsoft Certification test vouchers OR three (3) IC3 Certification test vouchers. Office skill study materials are also included covering work habits, business etiquette, workplace effectiveness, communication skills and the job search. An instructor is available part-time for individual assistance and presentation of materials. This is an open-entry/open-exit class. The lab is open five days per week, Monday through Friday, 8 a.m. to 4:30 p.m. at the Citizens First Michigan Technical Education Center (M-TEC) located on the Port Huron campus. Participants are expected to attend a *minimum* of 10 to 15 hours of training per week to achieve best results. Classes start every week and meet year round.



All students who complete the course will receive a certificate of completion from the college.

FOR MORE INFORMATION CONTACT:

Bonnie DiNardo at 989-5739 or Doreen MacDonald at 989-5758 at SC4

WORKFORCE TRAINING INSTITUTE

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