Prepare to Work: Computer and Information Technology

Computer and Office Skills for the Administrative Assistant

(100-hour, 200-hour and 300-hour programs)

Gain the basic skills needed in today's office environment for administrative professionals. This Microsoft Office self-paced program provides: (1) access to an online training program, a textbook appropriate to the area of study, a keyboarding program, a portable flash drive, test preparation materials and access to additional study materials as needed; (2) open lab access five days per week (Monday through Friday, 8 a.m. to 4:30 p.m.); (3) individual assistance with an instructor who is regularly available.

Microsoft Office study includes in-depth, self-paced training in any or all of the following Microsoft programs: Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint. The office skills portion includes study in office communications; time, task and records management; mail and telecommunications systems; and personal career development. Microsoft Office certification is an industry standard and, depending upon your computer skills and knowledge upon entering the program and after this period of self-study, you may be prepared to test and pass the Microsoft Office Certification exam(s).

Required WorkKeys assessments will be provided at beginning of program.

Prerequisite: No computer experience necessary.

Flexible starting dates
M-TEC 201, Port Huron campus

100 hours/8 weeks
Cost: $875 10 CEUs/100 Contact hours
Includes one Microsoft Office Certification test voucher (plus retake)
ZPIT 704 01

200 hours/16 weeks
Cost: $1,749 20 CEUs/200 Contact hours
Includes two Mircosoft Office Certification test vouchers (plus retakes)
ZPIT 705 01

300 hours/24 weeks
Cost: $2,625 30 CEUs/300 Contact hours
Includes three Microsoft Office Certification test vouchers (plus retakes)
ZPIT 706 01

Computer and Office Skills for the Administrative Assistant

(800-hour program)

Everyone knows that computers and the Internet are pervasive in today's digital world. This is a one-year self-paced program (800 hours), that will provide: (1) one year of access to an online training program with supplemental study material, text book(s) appropriate to the area of study, a keyboarding program, a portable flash drive, test preparation materials and access to additional study materials as needed; (2) one year of open lab access five days per week (Monday through Friday, 8 a.m. to 4:30 p.m.); (3) one year of individual assistance with an instructor who is regularly available; and, (4) three Internet and Computing Core Certification (IC3) test vouchers (plus retakes) or four Microsoft Office Certification test vouchers (plus retakes) depending upon the path chosen.

The PATHS: First, the IC3 Path includes self-paced training in three areas. Computing fundamentals includes the basics of computer hardware and operating systems. Living online includes the Internet, networking and e-mail basics. Key applications include: the basics of MS Word, Excel and PowerPoint. The office skills portion includes study in office communications, time, task, and records management; mail and telecommunications systems; and personal career development. Second, the Microsoft Path includes in-depth, self-paced training in any or all of the following Microsoft Programs: Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint. Both IC3 and Microsoft certifications are industry standards and, depending upon your computer skills and knowledge upon entering the program and after this period of self-study, you may be prepared to test and pass the IC3 or Microsoft certification exams.

Required WorkKeys assessments will be provided at beginning of program.

Prerequisite: No computer experience necessary. This is an open-entry/open-exit class. Classes start every week and meet year-round. Contact the Workforce Training Institute at (810) 989-5788 to schedule an orientation. Test vouchers included.

Flexible starting dates
M-TEC 201, Port Huron campus

800 hours/1 year
Cost: $4,800 80 CEUs/800 Contact hours
Includes IC3 or Microsoft certification exam vouchers (plus retakes).
ZPIT 707 01

For more information, call:
(810) 989-5788

WORKFORCE TRAINING INSTITUTE

St. Clair County Community College

323 Erie St., Port Huron, MI 48060 **www.sc4.edu/training** **Fall 2009**