

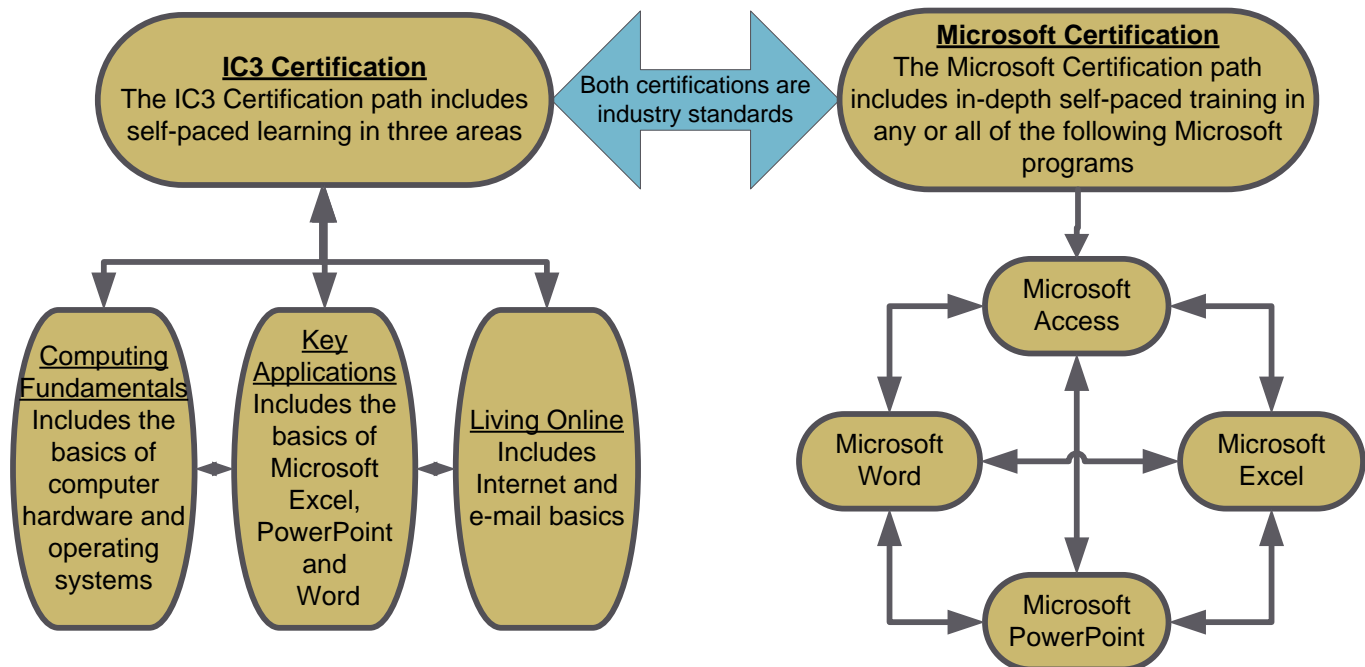
Computer & Office Skills for the Administrative Assistant

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, two Microsoft test vouchers OR three IC3 test vouchers, study materials in office communications, time, task and records management, mail and telecommunications systems, personal career development and open lab access five days per week 8 a.m. to 4:30 p.m. at the Citizens First Michigan Technical Education Center on the Port Huron campus. An instructor is also available part time for individual assistance and presentation of materials. Clients are expected to attend a *minimum* of 10 to 15 hours of training per week to achieve the best results.



If a participant does not certify, and assuming the participant has made an honest effort, a certificate will still be issued from the college indicating that the student has successfully completed the program at their one-year exit date.

FOR MORE INFORMATION, CONTACT:

Bonnie DiNardo at (810) 989-5739 or Doreen MacDonald at (810) 989-5758 at SC4

WORKFORCE TRAINING INSTITUTE

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