

# Prepare to Work: Computer and Office Skills



## Computer and Office Skills for the Administrative Assistant – IC3 certification track

Work at your own pace in these programs to prepare for certification exams to earn the industry standard Internet and Computing Core Certification (IC3). Get individual assistance in an open lab available 8 a.m. to 4:30 p.m. Monday through Friday. Class fee includes online training program, textbooks, portable flash drive and test preparation materials, as well as Internet Computing Core Certification test vouchers.

### IC3 study includes:

- Computing Fundamentals: Basics of computer hardware and operating systems.
- Basics of Microsoft Word, Excel and PowerPoint.
- Internet, networking and e-mail basics.

To learn more about IC3 certification visit [www.certiport.com](http://www.certiport.com).

## Computer and Office Skills for the Administrative Assistant – Microsoft certification track

Work at your own pace in these programs to prepare for certification exams to earn the industry standard Microsoft Office Specialist (MOS) Certifications. Get individual assistance in an open lab available 8 a.m. to 4:30 p.m. Monday through Friday. Class fee includes online training program, textbooks, portable flash drive and test preparation materials, as well as Microsoft Office test vouchers.

### Microsoft study includes any or all of the following application programs:

- Word 2007
- Excel 2007
- PowerPoint 2007
- Access 2007
- Outlook 2007

To learn more about Microsoft Office Specialist (MOS) certification, visit [www.certiport.com](http://www.certiport.com).



**Tracks also include office skill study in: Work Habits, Business Etiquette, Workplace Effectiveness, Communication Skills and The Job Search.**

**Prerequisite:** No computer experience necessary. WorkKeys assessments: (1) reading for information, (2) applied mathematics and (3) locating information. Testing is \$50 and should be completed at least one week prior to class start date. To schedule testing, call (810) 989-5788. Information regarding free testing vouchers is obtainable through the Michigan Works Employment Services office in Port Huron, but will require that you place a current resume on the Michigan Talent Bank.

Classes start every week and meet year-round. Call (810) 989-5788 to schedule an orientation.

M-TEC 201                      Port Huron campus

**100 hours/8 weeks**

Cost: \$889                      10 CEUs/100 Contact hours  
ZPIT 704 01

**300 hours/24 weeks**

Cost: \$2,655                      30 CEUs/300 Contact hours  
ZPIT 706 01

**200 hours/16 weeks**

Cost: \$1,775                      20 CEUs/200 Contact hours  
ZPIT 705 01

**800 hours/1 year**

Cost: \$4,885                      80 CEUs/800 Contact hours  
ZPIT 707 01

**For best results, choose program length (8, 16 or 24 weeks or 1 year program) according to amount of computer experience upon entry (i.e. less experience = more training time/more experience = less training time)**

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



**WORKFORCE TRAINING INSTITUTE**

**St. Clair County Community College**