

Prepare to Work: Computer and Office Skills



Computer and Office Skills for the Administrative Assistant

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

Work at your own pace in these programs to prepare for certification exams to earn the industry standard Internet and Computing Core Certification (IC3) or Microsoft Office Certification. Get individual assistance in an open lab available from 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 and Computing Core Certification (IC3) test vouchers or Microsoft Office Certification test vouchers.

Option 1 (IC3):

- Basics of computer hardware and operating systems.
- Internet, networking and e-mail basics.
- Basics of Microsoft Word, Excel and PowerPoint.
- Office communications; time, task and records management; mail and telecommunications systems; and personal career development.

Option 2 (Microsoft):

- In-depth training in any or all of Microsoft Word, Excel, Access and PowerPoint.

Required WorkKeys assessments provided at beginning of program.

Prerequisite: No computer experience necessary.

Classes start every week and meet year-round.

Call (810) 989-5788 to schedule an orientation.

100 hours/8 weeks

M-TEC 201 Port Huron campus
Cost: \$875 10 CEUs/100 Contact hours
ZPIT 704 01

200 hours/16 weeks

M-TEC 201 Port Huron campus
Cost: \$1,749 20 CEUs/200 Contact hours
ZPIT 705 01

300 hours/24 weeks

M-TEC 201 Port Huron campus
Cost: \$2,625 30 CEUs/300 Contact hours
ZPIT 706 01

Computer and Office Skills for the Administrative Assistant

(800-hour program)

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

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800 hours/1 year

M-TEC 201 Port Huron campus
Cost: \$4,800 80 CEUs/800 Contact hours
ZPIT 707 01

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



WORKFORCE TRAINING INSTITUTE

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www.sc4.edu/training

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