



*New registration deadline  
and class times!*

Monroe County Community School Corporation

# Adult Education

**Administrative Assistant**



**Spring 2012**

Registration Form: **Administrative Assistant, Spring 2012**

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

I have:     a high school diploma or GED    OR     current enrollment and regular attendance in Adult Basic Education classes with required TABE scores

Form of payment enclosed (payable to MCCSC):     check or money order

Copy of WorkOne training voucher with name of WorkOne case manager \_\_\_\_\_

Company purchase order (company name \_\_\_\_\_ PO number \_\_\_\_\_)

Detach and mail with payment by Feb. 10, 2012, to: **MCCSC Adult Education, Broadview Learning Center, 705 W. Coolidge Dr., Bloomington, IN 47403**

# Business Training Solutions

## ► Administrative Assistant

In a world focused on computers, one certification can give your business a clear advantage: The Internet and Computing Core Certification (IC<sup>3</sup>). This globally recognized certification can ensure that your employees have the foundation of knowledge needed to excel in areas that involve computers and the Internet.



The IC<sup>3</sup> Global Standard 3 reflects the most relevant skills for business today, including: Computing Fundamentals, Key Applications, and Living Online. With IC<sup>3</sup> certification, your employees will have the critical entry-level skills needed to effectively use the latest computer and Internet technology to achieve business objectives, expand productivity, improve profitability, and give your company a competitive edge.



### IC<sup>3</sup> Course Information:

<b>Days:</b>	<b>Mondays and Wednesdays (10 weeks)</b>
<b>Dates:</b>	<b>February 20 – May 2, 2012</b> <i>(No class the week of March 12)</i>
<b>Time:</b>	<b>6:00 – 9:00 pm</b>
<b>Location:</b>	<b>Broadview Learning Center, Room 141</b> <b>705 W. Coolidge Drive, Bloomington, IN 47403</b>
<b>Tuition:</b>	<b>\$973 (includes all materials and IC<sup>3</sup> certification tests)</b>
<b>Phone:</b>	<b>(812) 330-7731</b>
<b>Register by:</b>	<b>February 10, 2012</b>
<b>Refunds:</b>	<b>No refunds after the first day of class.</b>
<b>Requirements:</b>	<b>(1) High school diploma or GED or (2) current enrollment and regular attendance in Adult Basic Education classes with TABE reading and math scores at 9.0+.</b>

# Benefits of IC<sup>3</sup> Certification

By helping you focus and validate your employees' skills in the critical areas of computer technology and the Internet, IC<sup>3</sup> certification gives your employees and your business great advantages, including:

- Strong foundation of skills on which to continue their education and training.
- Fundamental skills with immediate job application.
- Valuable edge in today's competitive business environment.
- Validation of skills and talents for job assignment and advancement.
- Demonstrated qualification in emerging fields.
- Accelerated success and shorter learning curve in areas involving computers and Internet.

<b>Components of IC<sup>3</sup> Training and Certification</b>
<b>Living Online</b>
<i>Covers skills for working in an Internet or networked environment.</i>
<b>Key Applications</b>
<i>Covers popular word processing, spreadsheet and presentation applications and the common functions of all applications.</i>
<b>Computing Fundamentals</b>
<i>Covers a foundational understanding of computing.</i>

*“There is a generalized attitude that secretaries are the only group that benefit from certification. However, they are not the only staff within an organization using a computer. All may not be required to be efficient in Microsoft, but the majority are exposed to computers on a daily basis and everyone needs the skills to make sure they are not left behind.”*

– Hayley Smith S&G Training LTD

*More information at:*  
**MCCSC Adult Education**  
[www.adult.mccsc.edu](http://www.adult.mccsc.edu)  
**(812) 330-7731**