



***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**

Career Pathways for Adults

► Administrative Assistant

This course will prepare you to perform the duties of an administrative assistant and/or secretary. The Internet and Computing Core Certification (IC³) provides you with the foundation of knowledge needed to succeed in environments that require the use of computers and the Internet.



The Global Standard 3 is an internationally recognized measurement for digital literacy and reflects the most relevant skills for business today. In an increasingly digital world, where virtually every field and function is affected by computers, IC³ certification can help you refine your knowledge in the most important and valuable areas. What's more, IC³ helps you define your proficiency and marketable skills as you enter the workforce.

You will become proficient in the three IC³ skills:

- **Computing Fundamentals:** hardware, peripherals, troubleshooting, software, and using an operating system
- **Key Applications:** common functions, word processing, spreadsheets, and presentation software
- **Living Online:** communication networks and Internet, electronic communication and collaboration, using the World Wide Web, and the impact of computing and Internet on society

IC³ Course Information:

Days:	Mondays and Wednesdays (10 weeks)
Dates:	February 20 – May 2, 2012 <i>(No class the week of March 12)</i>
Time:	6:00 – 9:00 pm
Location:	Broadview Learning Center, Room 141 705 W. Coolidge Drive, Bloomington, IN 47403
Tuition:	\$973 (includes all materials and IC³ certification tests)
Phone:	(812) 330-7731
Register by:	February 10, 2012
Refunds:	No refunds after the first day of class.
Requirements:	(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+.

Benefits of IC³ Certification

When you are certified in IC³ you are instantly recognized as someone with the critical entry-level skills needed to use the latest computer and Internet technology effectively to achieve business objectives, expand productivity, improve profitability, and provide a competitive edge.

- **Validate** your Internet and computing skills
- **Highlight** your unique talents
- **Demonstrate** your qualification in emerging fields



Typical occupations for graduates of Administrative Assistant IC3 Certification* programs in Indiana: Selected Labor Market Information

Occupation	Hourly wages	Employment			
		2008	2018	Total growth	Total openings
Executive Secretaries and Administrative Assistants	\$17.81	26,474	29,434	2,960	6,527
Secretaries, except Legal, Medical, and Executive	\$13.94	41,354	42,594	1,240	6,811

- Total openings is the sum of growth and net replacements.
- Hourly wages is the 2009 Indiana median wage, which is midpoint between the lowest wage and the highest wage, for this occupation.
- For data questions, please contact lmidata@dwd.in.gov.

More information at:



www.hoosierdata.in.com

or

MCCSC Adult Education • www.adult.mccsc.edu • (812) 330-7731