

## Exciting New Internet Training Program at AVTEC

# Internet and Computing Core Certification (IC<sup>3</sup>)



The Alaska Department of Labor & Workforce Development wants to help Alaskans learn the skills needed for finding and keeping a good job.

The Alaska Vocational Technical Center in Seward is offering an exciting new online certification program aimed at providing computer and internet knowledge and skills. The program, called Internet and Computing Core Certification (IC<sup>3</sup>), teaches the skills needed to understand the digital world and advance in the workplace. Helping your employees earn this certification will improve your organization's ability to function in the digital world.

### Move ahead with IC<sup>3</sup> Certification

Offered by AVTEC's Business & Office Technology Department, IC<sup>3</sup> ensures you can effectively use computer hardware, software and the Internet. IC<sup>3</sup> is your starting place for advancement in employment, education or other certification programs.

### Get Certified from Your Desktop

Business travel is not cheap, and time away from the office has other costs too. Many employers find it cost-prohibitive to send staff to other locations for computer training. IC<sup>3</sup> provides industry-specific digital literacy training to business and industry around the state, without employees ever leaving the workplace.

### What you need to train online

To train online for IC<sup>3</sup> Certification, participants need a computer with an Internet connection and a microphone and speakers (a headset with a microphone works best). Training can be conducted using Windows, Mac or Solaris systems. Participants meet in live sessions with authorized IC<sup>3</sup> instructors. Sessions are also recorded and can be reviewed later by an employer or employee. Note: Microsoft Office 2003 (including Word, Excel and PowerPoint) is required for the IC3-02 Key Applications class.



### IC<sup>3</sup> Coursework

IC<sup>3</sup> Certification includes three nine-week courses: Computing Fundamentals, Key Applications and Living Online. Before starting, participants are required to register and complete a free one-hour session.

Here is the schedule of upcoming classes:

#### IC3-Keys to Success - free 1 hour session

Tuesday, Sept. 12, 2006, 3:00-4:00 p.m.

#### IC3-01A Computing Fundamentals

Tuesdays beginning Sept. 19, 2006, 3:00-5:00 p.m.

#### IC3-01B Computing Fundamentals

Thursdays beginning Sept. 21, 2006, 4:00-6:00 p.m.

#### IC3-02A Key Applications

Tuesdays beginning Nov. 28, 2006, 3:00-5:00 p.m.

#### IC3-02B Key Applications

Thursdays beginning Nov. 30, 2006, 4:00-6:00 p.m.

#### IC3-03A Living Online

Thursdays beginning Feb. 22, 2007, 4:00-6:00 p.m.

#### IC3-03B Living Online

Tuesdays beginning Feb. 27, 2007, 3:00-5:00 p.m.

For an overview of each course, please visit [www.avtec.alaska.edu/ic3overview.gif](http://www.avtec.alaska.edu/ic3overview.gif). For certification, you must complete all three online classes, Computing Fundamentals, Key Applications, and Living Online, and pass an exam at the end of each one.

### 6 University Credits Available!

For more information or to register online for upcoming IC<sup>3</sup> classes, go to [www.avtec.alaska.edu/IC3onlineAP.htm](http://www.avtec.alaska.edu/IC3onlineAP.htm) or call 1-800-478-5389.



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& WORKFORCE DEVELOPMENT**

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