

EARN WHERE YOU LEARN BE AN HTC INSTRUCTIONAL ASSOCIATE (IA)



Have Some Computer Knowledge? Taking Classes at GCC?

*If you are enrolled in at least three-credit hours, why not work on campus?
We arrange your working hours around your class schedule.*

The High Tech Centers offer You the opportunity to:

➤ **Develop and use customer service skills**

- **Receive training on new technologies and programs**
- **Assist fellow students to learn computer skills**
- **Work within a team environment**
- **Enhance your resume**

Check Classes Taken

- | | |
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| <ul style="list-style-type: none"> <input type="checkbox"/> ACC115 – Computerized Accounting: Quick Books <input type="checkbox"/> ART100 – Introduction to Computer Graphic Art <input type="checkbox"/> BPC101AA – Introduction to Microcomputers I: Win <input type="checkbox"/> BPC101AB – Intro to Microcomputers I: MAC <input type="checkbox"/> BPC101BA – Introduction to Microcomputers II: Win <input type="checkbox"/> BPC101BB – Intro to Micros II: MAC Apple Works <input type="checkbox"/> BPC106 AH – MS Outlook Level I <input type="checkbox"/> BPC106 BH – MS Outlook Level II <input type="checkbox"/> BPC110 – Computer Usage and Applications: MS Office <input type="checkbox"/> BPC/OAS111AA – Computer Keyboarding I: (just keyboarding) <input type="checkbox"/> BPC/OAS113 – Micro Alphabetic Indexing <input type="checkbox"/> BPC128 – Introduction to Desktop Publishing <input type="checkbox"/> BPC138AA – MS-DOS Desktop Publication <input type="checkbox"/> BPC138AB – Macintosh Desktop Publication <input type="checkbox"/> CIS102 - Customer Service/Technical Support <input type="checkbox"/> CIS114AE – Excel – Level I: Win or □-MAC <input type="checkbox"/> CIS114BE – Excel – Level II: Win or □-MAC <input type="checkbox"/> CIS117AM – Microsoft Access – Level I <input type="checkbox"/> CIS117BM – Microsoft Access – Level II <input type="checkbox"/> CIS117CM – Microsoft Access – Level III <input type="checkbox"/> CIS117DM – Microsoft Access – Level I- III <input type="checkbox"/> CIS 118 AB (120DA) – Graphics: (PowerPoint-Win or MAC) <input type="checkbox"/> CIS 118 BB PowerPoint Level II <input type="checkbox"/> CIS120AF – Computer Graphics – Adobe Photoshop (MAC) <input type="checkbox"/> CIS120DC – Macromedia Flash <input type="checkbox"/> CIS121AB – MS DOS Operating System <input type="checkbox"/> CIS121AE – Windows Operating System – Level I <input type="checkbox"/> CIS122AA – VAX/VMS Operating System | <ul style="list-style-type: none"> <input type="checkbox"/> CIS122AB – OS/400 Operating System <input type="checkbox"/> CIS124AA – Project Management Software <input type="checkbox"/> CIS126AA □-BA □-CA – Unix Operating System <input type="checkbox"/> CIS133AA □-BA □-CA - Internet <input type="checkbox"/> CIS142 – AS400 Query/400 <input type="checkbox"/> DFT103 – Intro to Computer Aided Drafting <input type="checkbox"/> LBS 101 – Library Resource Concepts & Skills <input type="checkbox"/> NET127 – How Computers Work <input type="checkbox"/> OAS101AA – Typing I: Keyboard Mastery <input type="checkbox"/> OAS101AB – Typing I: Letters, Tbls and Rpts <input type="checkbox"/> OAS101AC – Typing I: Office Prod and Man <input type="checkbox"/> OAS103AA – Typing: Skillbuilding I <input type="checkbox"/> OAS103AB – Typing: Skillbuilding II <input type="checkbox"/> OAS103AC – Typing: Skillbuilding III <input type="checkbox"/> OAS118 – 10-Key by Touch <input type="checkbox"/> OAS120 – Financial Record Keeping <input type="checkbox"/> OAS121 – Techniques of Proofreading <input type="checkbox"/> OAS/BPC 135DK – Microsoft Word I <input type="checkbox"/> OAS/BPC 235DK – Microsoft Word II <p>Other:</p> <ul style="list-style-type: none"> <input type="checkbox"/> CIS105 – Survey of Computer Information Systems <p>_____</p> <p>Currently enrolled in computer-related classes:</p> <p>_____</p> <p>_____</p> |
|--|---|

PLEASE CIRCLE ANY OF THE FOLLOWING SOFTWARE THAT YOU KNOW WELL:

<ul style="list-style-type: none"> Adobe Illustrator Adobe Photoshop Adobe PageMaker AutoCAD Lite Internet Microsoft Access Microsoft Excel Microsoft Word Microsoft PowerPoint Microsoft Publisher 	<ul style="list-style-type: none"> QuarkXpress QuickBooks Corel Draw Corel WordPerfect 7 Macromedia Flash Freehand Dreamweaver 	<p><u>Programming Languages</u></p> <ul style="list-style-type: none"> C/C++/CL HTML Java ORACLE RPG Visual BASIC Visual C++ 	<p><u>Operating Systems</u></p> <ul style="list-style-type: none"> MS-DOS Macintosh OS OS/400 Unix VAX / VMS Windows <p>Other: _____</p>
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Please explain other computer-related experience _____

OVER

EMPLOYMENT APPLICATION
GCC HIGH TECH COMPLEX INSTRUCTIONAL ASSOCIATE

Complete this form and return it to Control West **HT1**. Have an Instructional Associate place it in Jess Alcantar or Doris Velasco's mailbox or **HT2 Control West**. Resume is desirable but not required.

For more information, contact: Doris Velasco623 845-3461 Daytime: 7 am – 3:30 pm
High Tech 2 Jess Alcantar623 845-3075 Evening: 3 pm – 12 midnight

Name: _____ **Date:** _____

E-mail Address: _____ **Recommended by:** _____

Phone: _____ **Total Credits currently enrolled:** _____

Applied for Financial Aid? Yes No Awarded Federal Work Study? Yes No

Production Assessment will be administered (MS Office Suite).

HT1 **Regular** hours are: Mon - Thurs: 7 am – 12 am Fri: 7 am – 10 pm Sat & Sun: 8 am – 5 pm

HT1 **Summer** hours are: Mon – Thurs: 7 am – 10 pm Sun 12 pm – 7 pm

I am available to work the following hours:

Mon _____ **am/pm** **Tues** _____ **am/pm** **Wed** _____ **am/pm**

Thurs _____ **am/pm** **Fri** _____ **am/pm** **Sat** _____ **am/pm**

Sun _____ **am/pm**

15-19 hours are required: Are you available to work 15 hours or more per week? Yes No

DO NOT WRITE BELOW THIS LINE – FOR HTC USE ONLY

- Assessment disk files have been deleted.
- Reviewed in Staff Meeting/Email (Date: _____)
- Interview date: _____ Time: _____ a.m./p.m. Location: _____
- Interview *Questionnaire* comments (attached): _____
- Assessment Date: _____ Time: _____ Pass: Y N (Assessment attached)
- Customer Service Form signed (and attached)
- Approved to see Cruz Villalba (HT1-110), Personnel, by: _____ Date: _____

__Word __MAC __Excel __PowerPoint __Access
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EQUAL OPPORTUNITY STATEMENT

Glendale Community College and the Maricopa Community College District do not discriminate on the basis of race, color, national origin, sex, handicap, or age in application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

LA DECLARACION DE IGUALDAD DE OPORTUNIDAD

Glendale Community College y Maricopa Community College District no discriminan en base a raza, color, origen nacionalidad, sexo, edad, invalidad, en cuanto a los tramites, admission, participacion, acceso y trato de las personas en programas y actividades relacionados con un empleo.