

(B81) Certificate

The administrative assistant certificate program is designed to provide a student with a course of study for entry into the world of business. The program emphasizes specific job skills in typing. Work toward the office and administrative services degree can be completed at a future date according to the individual student's need.

Work and Employment

Administrative assistants' duties vary depending upon the office. Office automation and organizational restructuring have offered the opportunity to assume a variety of administrative and record management duties. Most of the work is performed with computers to run spreadsheets, word processing, and database management applications.

Program Contacts at Sauk Valley Community College

Counseling Office, 815/835-6354;

Mary Ann Hurd, Assistant Professor of Office and Administrative Services, 815/835-6202.

Major Field Requirements

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

Total Hours Required for Certificate: 26

OAS 103, Keyboarding and Document Processing-Basic Level I suggested for students with no keyboarding instruction. OAS 104, Keyboarding and Document Processing-Basic Level II suggested for students with keyboarding skills 25 wpm or better. Other suggested electives are: ACC 100, BUS 103, OAS 251, CIS 137, 138, 139, 220.

Suggested Program

First Semester - Sem/Hrs: 10

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 105 - Document Processing Intermediate - Level I 1 Semester hour(s)
- OAS 106 - Document Processing Intermediate - Level II 1 Semester hour(s)
- OAS 107 - Document Processing Intermediate - Level III 1 Semester hour(s)
- OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)

Second Semester - Sem/Hrs: 11

- BUS 107 - Business Correspondence 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 202 - Document Processing Advanced - Level I 1 Semester hour(s)
- OAS 203 - Document Processing Advanced - Level II 1 Semester hour(s)
- OAS 204 - Document Processing Advanced - Level III 1 Semester hour(s)
- OAS 205 - Document Processing Advanced - Level IV 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 234 - Calculating Machines - Level II 1 Semester hour(s)
- OAS 235 - Calculating Machines - Level III 1 Semester hour(s)

Third Semester - Sem/Hrs: 5

- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

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