

## **(B23) Certificate**

Courses in this program are designed to provide for entry or re-entry for persons who wish to work in the fields of word processing and/or office automation.

### **Work and Employment**

The information that many of today's organizations need to process is growing at a dizzying pace. Word processors help to insure that this work is handled smoothly and efficiently. Computers are utilized to record, edit, store, and revise letters, memos, reports, statistical tables, forms, and other printed materials. Job prospects will be best for those word processors with strong technical skills that are willing to be flexible and willing to continuously develop their skills. In particular, the more expertise one has in computer equipment and software packages, the better their job opportunities will be.

### **Program Contacts at Sauk Valley Community College**

Academic Advising, 815/835-6354;

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

### **Major Field Requirements**

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- 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 111 (3) - Machine Transcription 3 Semester hour(s)
  - OAS 108 - Document Processing Intermediate - Level IV 1 Semester hour(s)
  - OAS 141 - Word Processing with Microcomputers 2 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 241 - Word Processing Concepts 2 Semester hour(s)

Total Hours Required for Certificate: 21

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### **Suggested Program**

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#### **First Semester - Sem/Hrs: 7**

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- 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: 9**

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- BUS 107 - Business Correspondence 3 Semester hour(s)
  - OAS 141 - Word Processing with Microcomputers 2 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)

Third Semester - Sem/Hrs: 5

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

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