

(023) Associate in Applied Science

This program is designed to prepare students for employment as an administrative secretary, secretary, or other office positions in private businesses and governmental organizations. Many office and administrative services courses are offered in an open laboratory classroom. Students progress on an individual basis. See laboratory personnel in Room 3K4 for placement in appropriate classes.

Work and Employment

Secretarial and administrative office work continues to evolve along with new office automation and organizational restructuring. In many cases, secretaries have assumed new responsibilities and learned to operate different equipment. Secretaries are responsible for a variety of administrative and clerical duties that are necessary to run and maintain organizations efficiently. Secretaries increasingly use personal computers to run spreadsheets, word processing, database management, desktop publishing and graphics programs-tasks previously handled by managers and professionals. Some secretaries perform highly specialized work that requires knowledge of technical terminology and procedures. Employment opportunities should be quite plentiful, especially for well qualified secretaries.

Special Considerations

Workers usually have the following skills and aptitudes: communicate well, work under pressure, concentrate despite distractions, show good judgment and common sense, are dependable and responsible, patient, systematic, neat and accurate.

The administrative assistant option has been developed to provide a student with training in machine transcription and/or computerized office applications.

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.

Administrative Assistant (023)

Major Field Requirements-Sem/Hrs: 10

- BUS 106 - Business Mathematics I 3 Semester hour(s)

Major Field Requirement Electives-7 Sem/Hrs

- CIS 137 - Introduction to Desktop Publishing - Level I 1 Semester hour(s)
- CIS 138 - Introduction to Desktop Publishing - Level II 1 Semester hour(s)
- CIS 139 - Introduction to Desktop Publishing - Level III 1 Semester hour(s)
- OAS 111 (3) - Machine Transcription 3 Semester hour(s)
- OAS 112 - Legal Transcription 3 Semester hour(s)
- OAS 113 - Medical Transcription 3 Semester hour(s)
- OAS 141 - Word Processing with Microcomputers 2 Semester hour(s)

Related Field Requirements-Sem/Hrs: 35

- ACC 100 - Basic Accounting 4 Semester hour(s)
- OR Higher
- BUS 107 - Business Correspondence 3 Semester hour(s)
- BUS 231 - Occupational Seminar I 1 Semester hour(s)
- BUS 232 - Occupational Seminar II 1 Semester hour(s)

- BUS 235 - Occupational Internship I 3 Semester hour(s)
- BUS 236 - Occupational Internship II 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 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)
- OAS 251 - Office Methods 3 Semester hour(s)

General Education Requirements-Sem/Hrs: 18

- Communications 6 Semester hour(s)
- Humanities/Fine Arts 3 Semester hour(s)
- Social/Behavioral Sciences 3 Semester hour(s)
- Mathematics 3 Semester hour(s)
- Life Science 3 Semester hour(s)

SVCC Requirement-Sem/Hrs: 1

- FYE 101 - First Year Experience 1 Semester hour(s)

Total Hours Required for A.A.S. Degree: 64

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