

(B84) Certificate

This program is designed to prepare students for employment in many different industries including: banking, retail sales, insurance, government, and education.

The financial services representative may become the first step toward the completion of the Office and Administrative Services certificates or the Associate in Applied Science degree in Office and Administrative Services.

Work and Employment

The financial services representative is an entry-level position. The program graduate will typically be the first point-of-contact for the employer and will be responsible to assist and direct customers to appropriate organizational representatives.

Special Considerations

The financial services representatives must be friendly, customer oriented, and financially responsible. Students will learn how to use many types of technology including multi-line telephone systems, calculating machines, microcomputers, fax and copy machines.

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

- Electives 3 Semester hour(s)

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 112 - Human Relations 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

Total Hours Required for Certificate: 17

Suggested Program

First Semester - Sem/Hrs: 12

Electives 3 Semester hour(s)

- BUS 112 - Human Relations 3 Semester hour(s)
- BUS 106 - Business Mathematics I 3 Semester hour(s)
- CIS 109 - Introduction to Microcomputers - Windows 3 Semester hour(s)

Second Semester - Sem/Hrs: 5

- OAS 130 - Records Management 1 Semester hour(s)
- OAS 233 - Calculating Machines - Level I 1 Semester hour(s)
- OAS 251 - Office Methods 3 Semester hour(s)

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