(B32) Certificate

The Business Software Specialist I certificate consists of a core of courses which provide job entry skills in the operation of computers. This certificate can also be the means for advancement to higher level positions in an expanding field. Instruction includes hands-on experience with computers and business software packages.

Work and Employment

The rapid spread of computers and computer-based technologies in recent years has generated a need for skilled, highly trained workers. Computers have become essential to the operation of stores, banks, colleges and universities, government agencies, hospitals, factories, and many other profit and non-profit entities in our society. Employment is expected to grow as organizations seek new applications for computers and improvements to the software already in use. Click here for further career information: https://www.svcc.edu/academics/programs/individual/b32.html

Program Contacts at Sauk Valley Community College
Academic Advising, 815/835-6354;
Dr. Mary Lou Kidder, Professor of Business and Computer Information Systems, 815/835-6358;
Kevin Megill, Associate Professor of Computer Information Systems, 815/835-6251;

Major Field Requirements

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 108 - Introduction to Database Software 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

Total Hours Required for Certificate: 16

Suggested Program

First Semester - Sem/Hrs: 8

- CIS 101 - Fundamentals of Computer Information Systems 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OR HIGHER

Second Semester - Sem/Hrs: 8

- CIS 106 - Introduction to Spreadsheet Software 3 Semester hour(s)
- CIS 108 - Introduction to Database Software 3 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)

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