

(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 keyboarding. Work toward the Computer Software Technology 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. Click here for further career information: <https://www.svcc.edu/academics/programs/individual/b81.html>

Program Contacts at Sauk Valley Community College

Academic Advising, 815/835-6354;

Major Field Requirements

Electives: BUS/CIS/OAS 3 Semester Hour(s)

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 107 - Business Correspondence 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 104 - Keyboarding and Document Processing Basic - Level II 2 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 110 - Proofreading and Editing 2 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)
- OAS 234 - Calculating Machines I 1 Semester hour(s)

Total Hours Required for Certificate: 26

Suggested electives are: BUS 103, OAS 251, CIS 137, 138, 139, 220.

Suggested Program

First Semester - Sem/Hrs: 13

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- BUS 107 - Business Correspondence 3 Semester hour(s)
- OAS 103 - Keyboarding and Document Processing Basic - Level I 2 Semester hour(s)
- OAS 104 - Keyboarding and Document Processing Basic - Level II 2 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 130 - Records Management 1 Semester hour(s)

Second Semester - Sem/Hrs: 13

Electives: BUS/CIS/OAS - 3 Semester Hour(s)

- CIS 109 - Introduction to Computers 3 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 110 - Proofreading and Editing 2 Semester hour(s)
- OAS 141 - Advanced Word Processing 2 Semester hour(s)
- OAS 234 - Calculating Machines I 1 Semester hour(s)

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