INACTIVE PROGRAM

(B80) Certificate

The office assistant certificate is designed for students who have had little or no previous instruction in office-related courses. Upon completion of this program, students will be prepared for entry-level office positions.

The office assistant certificate may become the first step toward the completion of the secretarial certificates or the associate in applied science degree in office and administrative services.

Work and Employment

The office assistant position involves work beyond the typical entry-level position requirements. The program graduate will typically perform general office work and routine filing while serving as an assistant for several people and may be expected to perform transcription of dictated materials. This type of position often leads to possibilities for advancement within the office setting and provides a framework for continuing education and skill improvement.

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

- 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 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 241 - Word Processing Concepts 2 Semester hour(s)

Total Hours Required for Certificate: 16

OAS 103 Keyboarding and Document Processing- Basic Level I suggested for students with no keyboarding instruction. OAS 104, Keyboarding and Document Processing-Basic Level II suggested for students with keyboarding skills with 25 wpm or better.

Suggested Program

First Semester - Sem/Hrs: 4

- 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: 7

- BUS 107 - Business Correspondence 3 Semester hour(s)
- CIS 109 - Introduction to Computers 3 Semester hour(s)
- OAS 130 - Records Management 1 Semester hour(s)

Third Semester - Sem/Hrs: 5

- BUS 106 - Business Mathematics I 3 Semester hour(s)
- OAS 241 - Word Processing Concepts 2 Semester hour(s)

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