

What's Next for Me?

Office Software Specialist

Certificate of Achievement

Major Code 048A

This program provides students with the software skills necessary to work with typical business applications in an office environment. A program graduate has office experience using these applications: word processing, spreadsheet, database and presentation graphics.

Course Requirements — 15 credit hours

AOS113 PowerPoint Presentations for Business — 3 credit hours

This course is an introduction to designing, preparing and delivering electronic business presentations using presentation graphics software. Speaker support materials such as overheads, transparencies, slides, audience handouts, and slide shows are prepared.

Repeatable to a maximum of 12 semester hours; 3 semester hours may apply to a degree or certificate.

AOS114 Comprehensive Word Processing — 3 credit hours

Fundamental through expert applications of features, commands, and functions of Microsoft Word are included to help users enhance productivity and develop more vibrant documents. The course prepares students to produce word documents and templates emphasizing commonly used commands and strategies for formatting, editing and revising text.

Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

CIS110 Business Information Systems — 3 credit hours

This course is an introduction to computer information systems, information processing, computer-generated reports for decision making and careers in business and information systems. Typical microcomputer productivity tools include word processing, spreadsheets, database management, graphics, data communications and Internet browsers. Operating systems are used to interface with these productivity tools.

CIS112 Comprehensive Excel Spreadsheet — 3 credit hours

This electronic spreadsheet course emphasizes designing, formatting and modifying worksheet models and charts. Included are integration features of charting, word processing, database and macros. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.

CIS114 Comprehensive Access Database — 3 credit hours

This comprehensive course focuses on understanding relational database management software on microcomputer systems. Students design, build and maintain relational databases while learning to integrate databases with other software. Also included is an introduction to concepts of programming language for database applications with emphasis on the fundamentals of event-driven programming techniques. Repeatable to a maximum of 9 semester hours; 3 semester hours may apply to a degree or certificate.



WAUBONSEE
COMMUNITY COLLEGE

Beyond the Certificate of Achievement

Administrative Assistant

Associate in Applied Science

Major Code 031A

General Education Requirements — 15 credit hours

- COM100 *or* COM121 Communications (3)
- ENG101 *or* ENG152 English (3)
- ENG102 *or* ENG153 English (3)
- Mathematics elective (3)
- Social and Behavioral Sciences elective (3)

Major Program Requirements — 33 credit hours

- ACC101 Introduction to Accounting *or* ACC202 Financial Accounting (3)
- AOS113 PowerPoint Presentations for Business (3)
- AOS114 Comprehensive Word Processing (3)
- AOS130 Customer Service (3)
- AOS140 Proofreading and Number Skills (3)
- AOS205 Records Management (3)
- AOS280 Administrative Office Systems (3)
- BUS100 Introduction to Business (3)
- BUS210 Legal Environment of Business *or* BUS211 Business Law (3)
- CIS110 Business Information Systems (3)
- CIS112 Comprehensive Excel Spreadsheet (3)

Electives — 12 credit hours

from Accounting, Administrative Office Systems, Business, Computer Information Systems, Economics, Entrepreneurship, Finance, Health Information Technology, Management, Marketing, Real Estate, and World Wide Web

Total Semester Hours for Degree = 60

For More Information please contact:

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(630) 801-7900 Ext. 4244 **(630) 801-7900 Ext. 4661**

The program was made possible by a \$2,867,712 federal Trade Adjustment Assistance Community College and Career Training grant. Approximately 61% of funds were from federal sources. WCC does not discriminate based on any characteristic protected by law in its programs and activities.