



# Welcome to ICAPS

Office Software Specialist Certificate



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# Activity

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- Pair up with someone you do not know and ask the following questions:
  - What's your name?
  - Why are you taking this program?
  - What could make you quit?
  - What's your dream job?
  - What's the most important goal in your life?
- Introduce your partner to the class



# Log In/Registration

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- X number and password
- Register for CTB 003 and CIS 110
- Print Class Schedule
- Update Major Code



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# Program Purpose

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- Provide academic training leading to a credential and employment
- Provide extra classroom support to increase student success
- Two instructors work together to provide instruction and support to class

*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.*



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# Benefits of ICAPS

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- Progress through program in cohort
- Support class
- Stackable credential earned
- Job search assistance provided
- Transition Advisor
- 15 credits Tuition-Free
  - Textbooks and software provided at no cost



# Program Expectations

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- Review Adult Education Student Contract
- Discuss additional expectations in groups of 4 to report out:
  - What do you expect of yourself?
  - What do you expect of your classmates?
  - What do you expect of this program?



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# Program Expectations, cont.

- No food/drink in classrooms
- Attendance policy
  - Students are expected to attend all class sessions
  - Students may be automatically dropped after more than 2 absences
  - Students that are late to class or leave early may be charged with an absence
  - Communicate with your Transition Advisor!!
- Must earn a C or better to pass each course
  - Assignments and tests must be completed on time
  - Review syllabus for additional details
  - You must pass all courses in order to earn certificate
- Tuition-free program requires students to complete all scheduled courses
- Employment is expected after program completion



# Course Information

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- Review class schedule
- Review syllabus
- Blackboard overview



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# Advisor Role

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- Provide one on one support to all students
  - Communicate!
- Problem solving for barriers to success
  - Child care
  - Transportation
  - Work conflicts
- Academic advising
- Job search assistance



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# Required Supplies

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- **REQUIRED:** Flash Drive (at least 64 GB)
- **RECOMMENDED:** planner/calendar, notebook, folder, pen/pencil
- Textbooks and backpacks provided
  - Arrive at 8:45am on first day of class



# WCC info

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- Student ID/X Card
- Parking
- Emergency Closing Procedures
  - Information available on [www.waubonsee.edu](http://www.waubonsee.edu) or main phone number
  - Update all changes in contact info with Registration and Records to receive calls/texts from WCC



# Campus Resources

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- WCC Resource List
  - Access Center
  - Computer Labs
  - Tutoring – schedules change each semester
  - Library
  - Campus Safety
  - Financial Aid
  - Career Services
  - Bookstore
  - Registration and Records/Bursar's Office
  - Child Care
- Campus Tour



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