



Welcome to ICAPS

Office Software Specialist Certificate



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Where futures take shape

Activity

- 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

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



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Program Purpose

- 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

- 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

- 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



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Course Information

- Review class schedule
- Review syllabus
- Blackboard overview



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Advisor Role

- 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

- **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

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



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Campus Resources

- 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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