

## Associate in Applied Science

# Administrative Professionals

### THE PROGRAM

Modern business and industry needs to be more cost effective than ever before and that emphasis on efficiency begins with the employees who have the technology-based organizational, record-keeping, communication, and customer-service skills: Office Systems Professionals.

Working in an office no longer means simply being able to type or file papers. Today's office systems professional needs to have a wide range of technology skills from creating documents to mail-merging to desktop publishing and more. The Kishwaukee College Office Systems Program provides extensive training in all areas of the profession. The curricula are broken into specializations within the field, but emphasize cross-training. Office Systems classes are structured around a balance of classroom and computer lab projects that mirror real office tasks. The instructors at Kishwaukee College know that the best administrative assistants have the flexibility and adaptability to meet the challenges of efficiently running any office. Requires 60.5 credit hours.

The Office Systems Program is part of the Business Management & Administration Career Cluster: Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. For more information, visit [www.careertech.org/career-clusters/](http://www.careertech.org/career-clusters/).

### CAREER OPPORTUNITIES

Examples of employment areas include: administrative service manager, administration assistant, personal assistant, office manager, sales support, accounting assistant, and information supervisor.

FIRST YEAR			
Fall Semester			
	BUS 101	Introduction to Business	(3)
	OS 101	Beginning Keyboarding***	(3)
	OS 122	Reference Manual/Proofreading	(3)
	OS 125	Word Processing/Word*	(3)
	OS 253	Records Management**	(3)
		Marketing/Management Elective	(3)
Spring Semester			
	ENG 103	Composition I <b>OR</b>	
	ENG 109	Intro to Technical Report Writing	(3)
	BUS 130	Human Relations	(3)
	OS 107	Employment Strategies	(2)
	OS 135	Database/Access*	(3)
	OS 136	Presentation Graphics/PowerPoint*	(1.5)

SECOND YEAR			
Fall Semester			
	BUS 120	Business Mathematics	(3)
	COM 100	Oral Communication <b>OR</b>	
	COM 108	Communication in the Workforce	(3)
	OS 133	Spreadsheets/Excel*	(3)
	OS 138	QuickBooks	(3)
		Humanities/Social Science Elective	(3)
Spring Semester			
	OS 127	Advanced Word Processing/Word*	(3)
	OS 156	Desktop Publishing/Publisher	(3)
	OS 246	Business Communications	(3)
	OS 252	Office Procedures	(3)
		Marketing/Management Elective	(3)

\* MOS Certification

\*\* MOS Outlook Certification

\*\*\* Proficiency test available

### Additional Sources of Information:

#### DEPARTMENT

Pam Pascolini, Faculty  
 815-825-9413  
[ppascolini@kish.edu](mailto:ppascolini@kish.edu)

#### STUDENT SERVICES

Advising  
 815-825-9375