KISHWAUKEE COLLEGE

CareerClusters™
PATHWAYS TO COLLEGE & CAREER READINESS
Business Management & Administration

*Program Planner*

*Certificates*

# Office Systems

## 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 system 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.

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/.

## CAREER OPPORTUNITIES

Examples of unemployment areas include: administrative service manager, administration assistant, personal assistant, office manager, sale support, accounting assistant, and information supervisor. Students in the Medical Billing and Coding program will learn the skills needed for maintaining appropriate medical office standards and systems, medical insurance processing and coding procedures.

## ADMINISTRATIVE ASSISTANT

*Curriculum No. 213*

A certificate program for students preparing for general office employment in business or government. Requires 36 credit hours. Gainful employment information for certificates in the Office Systems program can be found at www.kish.edu/officesystems.

| ONE YEAR PROGRAM | | |
|---|---|---|
| **Fall Semester** | | |
| OS 101 | Beginning Keyboarding*** | (3) |
| OS 107 | Employment Strategies | (3) |
| OS 122 | Reference Manual/Proofreading | (3) |
| OS 125 | Word Processing/Word* | (3) |
| OS 138 | QuickBooks | (3) |
| OS 253 | Records Management** | (3) |
| **Spring Semester** | | |
| OS 127 | Advanced Word Processing/Word* | (3) |
| OS 133 | Spreadsheets/Excel* | (3) |
| OS 135 | Database/Access* | (3) |
| OS 136 | Presentation Graphics/PowerPoint* | (3) |
| OS 156 | Desktop Publishing/Publisher | (3) |
| OS 252 | Office Procedures | (3) |

## APPLICATION SPECIALIST

*Curriculum No. 445*

A certificate program providing training in marketable software application and employability skills. Students will have the opportunity to earn industry Microsoft Office Specialist (MOS) certification in Word, Excel, Access and Outlook. Requires 18 credit hours. Gainful employment information for certificates in the Office Systems program can be found at www.kish.edu/officesystems.

| REQUIRED COURSES | | |
|---|---|---|
| **Fall Semester** | | |
| OS 101 | Beginning Keyboarding*** | (3) |
| OS 107 | Employment Strategies | (3) |
| OS 125 | Word Processing/Word* | (3) |
| OS 133 | Spreadsheets/Excel* | (3) |
| OS 135 | Database/Access* | (3) |
| OS 253 | Records Management** | (3) |

\* MOS Certification
\*\* MOS Outlook Certification
\*\*\* Proficiency test available

## *Additional Sources of Information:*

**DEPARTMENT**

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**STUDENT SERVICES**

Advising
815-825-9375