

Associate in Applied Science and Career Certificates

ADMINISTRATIVE OFFICE SYSTEMS

Business Division, Room T102, (847) 543-2041

ADMINISTRATIVE PROFESSIONAL (Associate in Applied Science) Plan 22SM

The Administrative Professional degree provides a blend of office automation skills including word processing and related computer applications leading to executive assistant positions in an office environment. In addition, students establish essential administrative, technical, and communication skills.

To complete an AAS, students must meet the General Requirements on page 93. In addition, students should select General Education electives (*) from those listed on page 94. All course prerequisites must be met.

Phase I	15
AOS 112 Computer Basics/Software Applications	3
AOS 122 Business Mathematics	3
AOS 172 Business English.....	3
AOS 178 Intermediate Keyboarding	3
BUS 121 Introduction to Business.....	3
Phase II	15-16
AOS 111 Business Communications	3
AOS 113 Comprehensive Word Processing.....	3
AOS 223 Advanced Keyboarding# <i>or</i> Elective (see AOS Electives List)	3
ACC 112 Accounting Procedures I <i>or</i>	
ACC 121 Financial Accounting	3-4
CIT 111 Comprehensive Spreadsheets	3
Phase III	14
AOS 118 Advanced Word Processing/Desktop Pub	3
AOS 119 Records Management	2
AOS 215 Presentation Software.....	3
CMM 111 Communication Skills <i>or</i>	
CMM 121 Fundamentals of Speech <i>or</i>	
CMM 128 Interviewing Practices	3
ENG 121 English Composition I	3
Phase IV	16-18
AOS 117 Machine Transcription <i>or</i>	
AOS 237 Managerial Communication	3
AOS 214 Administrative Office Procedures	3
AOS 216 Integrated Office Projects.....	3
PSY 121 Introduction to Psychology <i>or</i>	
PSY 122 Psychology in Business and Industry.....	3
Humanities or Fine Arts Elective*	3
AOS Elective (see AOS Electives List)	1-3
Total Hours for AAS Degree	60-63

Administrative Professional Degree Electives

ACC	Elective	3
AOS	Electives	1-3
AOS 299	Selected Topics in AOS	1-4
BUS	Electives	1-3
CIT	Electives (except CIT 119 or CIT 120)	1-3
EWE	Educational Work Experience.....	2-4
HIT 111	Medical Terminology	3
PLS	Electives	1-3

Other electives may be chosen with consent of an AOS advisor.

AOS 223 is not required for students who have completed AOS 178 with a minimum grade of B and can type at least 50 wpm (5 minute timing with 5 or fewer errors).

GENERAL OFFICE (Certificate) Plan 22SP

The General Office certificate prepares individuals for entry-level office positions with titles such as general office clerk, general office assistant, and clerk-typist. This certificate emphasizes general office skills and related skills needed for entry-level positions and career advancement.

Semester One	7
AOS 111 Business Communications <i>or</i>	
AOS 172 Business English.....	3
AOS 170 Computer Keyboarding I	2
AOS 171 Computer Keyboarding II	2
Semester Two	9
AOS 112 Computer Basics/Software Applications	3
AOS 113 Comprehensive Word Processing.....	3
AOS 178 Intermediate Keyboarding	3
Total Hours for Certificate	16

OFFICE PROFESSIONAL (Certificate) Plan 22SN

The Office Professional certificate prepares individuals for positions using current industry software. Students complete word processing, presentation software, and spreadsheet courses.

AOS 113 Comprehensive Word Processing.....	3
AOS 118 Advanced Word Processing/Desktop Pub	3
AOS 215 Presentation Software	3
CIT 111 Comprehensive Spreadsheets	3
Total Hours for Certificate	12

**ADMINISTRATIVE ASSISTANT
(Certificate) Plan 22SO**

The Administrative Assistant certificate prepares individuals to perform a variety of advanced tasks and assume responsibility in positions with titles of general office assistant and word processor. This certificate emphasizes word processing and related office skills for both entry-level positions and career advancement.

Semester One	12
AOS 112 Computer Basics/Software Applications	3
AOS 113 Comprehensive Word Processing.....	3
AOS 172 Business English.....	3
AOS 178 Intermediate Keyboarding	3
Semester Two	9
AOS 111 Business Communications	3
AOS 118 Advanced Word Processing/Desktop Pub	3
AOS 215 Presentation Software	3
Semester Three	9
AOS 214 Administrative Office Procedures	3
CIT 111 Comprehensive Spreadsheets	3
AOS Elective (see list below)	3
Total Hours for Certificate	30

Administrative Assistant Certificate Electives

Select 3 hours from the list below:

+ AOS 117 Machine Transcription	3
+ AOS 119 Records Management	2
AOS 237 Managerial Communication	3
AOS 299 Selected Topics in AOS	1-4
ACC Elective	3
BUS Electives	1-3
CIT Elective	3
EWE Educational Work Experience.....	2-4
HIT Elective	3
PLS Electives	1-3

+ Recommended for students working towards an AAS degree.

For more information on recommended courses or program specific advising, contact the following faculty members or the Business division at (847) 543-2041:

Yvonne Block Joe Gehrke Lauren LoPresti