Clerk Typist (231)

CERTIFICATE PROGRAM

About Our Program

This program is designed to provide students with the general office background and specific technical skills required to advance in the office technology field. The program of study is designed to make the student more technically proficient and versatile in the types of assignments he/she is able to work on independently. Many courses in this program are based in Highland's individualized Office Technology Lab. The lab is staffed at all times with an instructor to assist students with course work. Students are able to proceed through many courses at their own pace and at times that are convenient to both the traditional student and the person wishing to train for a new field or upgrade his/her skills.

Program Outcomes

Students who complete this program of study will be able to:

*   Apply computing knowledge appropriate to emphasis/discipline.
*   Solve problems in an information technology environment.
*   Demonstrate professional behavior and ethical conduct.
*   Demonstrate appropriate social and communication skills.
*   Utilize data to help in the decision-making process.

Nature of Work and Employment

The clerk typist position involves work beyond the typical entry level position requirements. The program graduate will typically perform general office work and routine filing while serving as an assistant for several people and may be expected to perform transcription of dictated materials. This type of position often leads to possibilities for advancement within the office setting and provides a framework for continuing education and skill improvement.

Special Considerations

Certain required courses may be waived or credit allowed through proficiency testing. The type of job obtained with this certificate could develop into an administrative assistant position with the addition of further course work toward an Associate degree. A workplace experience is encouraged and may be made available.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

*   Scott Anderson, Vice President of Business, Technology, and Community Programs
*   Carol Engelkens, Information Systems Faculty
*   Vicki Schulz, Student Advisor/Transfer Coordinator

Required Courses

^	ACCT	105	Elements of Accounting	3
*	BMAC	142	Electronic Calculator	1
*	BUSN	125	Mathematics of Business (or three credits from MATH 157 or above)	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
*	INFT	131	Beginning Microsoft Word	1
*	INFT	135	PowerPoint	1
*	INFT	140	Beginning Excel	1
	OCED	250	Workplace Preparation	1
	OFFT	151	Keyboarding/Formatting I	4
*	OFFT	161	Proofreading	1
*	OFFT	162	Pre-Transcription Skills	1
*	OFFT	163	Machine Transcription I	1
*	OFFT	255	Office Procedures	4
	PSY	160	Psychology of Human Relations	
			-or-	2/3
*	PSY	161	Introduction to Psychology	

Total Credit Hours =   27/28

* Course has a prerequisite. See course description.
^ Knowledge of Microsoft Excel is recommended for this course.

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