

# Information Word Processing (221)

## CERTIFICATE PROGRAM

### About Our Program

This program prepares students for entry-level positions in word processing. The program may be especially beneficial to individuals currently working as secretaries and those who desire advanced training in office automation.

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 their 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 to the person wishing to train for a new field or to upgrade his/her skills.

### Program Outcomes

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

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

### Nature of Work and Employment

Program graduates find jobs with public utilities, manufacturing, insurance, finance, and real estate firms. Trained operators of word processing programs are often responsible for the transcription and typing for several departments.

### Special Considerations

Certain required courses may be waived or credit allowed through proficiency testing. The type of position obtained with this certificate would 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 Technical Courses

**25 Credit Hours**

*	INFT	131	Beginning Microsoft Word	1
*	INFT	132	Intermediate Microsoft Word	1
*	INFT	133	Advanced Microsoft Word	1
*	INFT	122	Introduction to Windows	1
*	INFT	135	PowerPoint	1
*	INFT	137	Desktop Publishing	3
*	INFT	140	Beginning Excel	1
*	INFT	145	Beginning Access	1
*	INFT	180	Introduction to Information Systems	3
	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

### Related Required Courses 9 Credit Hours

^	ACCT	105	Elements of Accounting	3
*	BUSN	141	Business Communications (or COMM 101 or ENGL 121)	3
	SPCH	191	Fundamentals of Speech Communication	3

**Total Credit Hours = 34**

\* Course has a prerequisite. See course description.

^ Knowledge of Microsoft Excel is recommended for this course.