

Find your path at John Wood

>> CAREER & TECHNICAL PROGRAM <<

Office Technology

In the next two years, 410 positions in JWCC's district will need to be filled by individuals with office technology skills.



Like?

Technology

Time Management

People Skills

Problem Solving & Math

Learn to

Use computers and software to manage information

Organize duties and complete tasks in a timely manner

Work with a variety of employees and maintain a pleasant and professional atmosphere

Find new ways to resolve issues and keep track of bookkeeping

Average Annual Earnings

\$39,500 (\$19.00/hour)

Source: Bureau of Labor Statistics

Potential Careers

Administrative Aide, Administrative Assistant, Administrative Associate, Administrative Coordinator, Administrative Secretary

Classes in...

Computer literacy, spreadsheets, internet, desktop information management, computer operating systems, business computations, keyboarding, database, presentation software

Type of Work

Execute sales or other financial transactions, maintain medical records, answer telephones to direct calls or provide information, greet customers, patrons, or visitors, and order materials, supplies, or equipment.

JWCC Stackable Certificate or Degree

Tackle one certificate at a time. Apply credits towards a degree.



14 classes = Office Technology Certificate (6 mos.)



12 classes = Office Technology: Associate in Applied Science

JWCC Difference

- Job shadow first semester
- Internships and career placement
- Flexible open learning labs and online classes



jwcc.edu/officetech

217.641.4337

admissions@jwcc.edu

Office Technology Certificate

REQUIRED COURSES

First Semester

| Course | Description | Credit Hours |
|---------------------------|----------------------------|--------------|
| BUS 101 | Intro to Business | 3 |
| CSC 122 | Presentation Software | 2 |
| FYE 101 | Blazing Your Trail | 1 |
| OFT 101 | Beginning Keyboarding | 2 |
| OFT 102 | Keyboarding I | 2 |
| PSY 145 | Human Rel in the Workplace | 3 |
| Written Communication Req | | 3 |
| | | 16 |

Second Semester

| Course | Description | Credit Hours |
|--------------------------------|----------------------------|--------------|
| CSC 104 | Spreadsheets-Core Level | 2 |
| CSC 107 | Word Processing-Core Level | 2 |
| CSC 116 | Database-Core Level | 2 |
| CSC 143 | Intro to Desktop Info Mgmt | 1 |
| MAT 103 | Bus Computations I | 3 |
| OFT 260 | Customer Service | 3 |
| Oral Communication Requirement | | 3 |
| | | 16 |

Third Semester

| Course | Description | Credit Hours |
|------------------------------------|---------------------------|--------------|
| ACC 101 | Prin of Accounting I | 3 |
| BUS 125 | Supervisory Mgmt | 3 |
| CSC 146 | Intro to Web Page Dev | 2 |
| CSC 204 | Spreadsheets-Expert Level | 2 |
| Gen Ed Requirement (Communication) | | 3 |
| BUS/CSC/OFT Elective | | 3 |
| | | 16 |

Fourth Semester

| Course | Description | Credit Hours |
|-------------------------------|------------------------------|--------------|
| ACC 125 | Computerized Accounting | 3 |
| CSC 207 | Word Processing-Expert Level | 2 |
| CSC 216 | Database-Expert Level | 2 |
| OFT 260 | Customer Service | 3 |
| Hum/Soc/Behav Sci Requirement | | 3 |
| BUS/CSC/OFT Elective | | 3 |
| | | 16 |

SUCCESS



JWCC ranks in the
TOP 10% in the Nation
for Student Success



SAVE

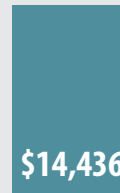


VALUE COMPARISON

One-Year Tuition
(32 credit hours)



\$5,216



\$14,436



\$26,527

- JWCC tuition (in-district)
- Area four-year public average tuition
- Area four-year private average tuition

For 2019-20 Academic Year

Transfer Credits to:



Grads get jobs at:



Gainful Employment info: jwcc.edu/gainfulemployment



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