

Make yourself an efficiency expert. Once you know the secrets of today's high-tech offices, you will be the one they call when things need to get done.

Conquer the basics—develop indispensable skills to use in college, your career, and in life!

Office Systems Technology

Phones keep ringing, printers keep printing, and the flow of information is seamless when an office runs smoothly. Know how to make that happen and you can become the team's efficiency expert. Office Systems starts by teaching you the basic skills you can build on to manage today's busy, highly automated offices.

What will my classes be like?

You will master a variety of skills, making you an efficient, flexible addition to an office team. Become proficient at word processing, spreadsheet and database management, and office technology. Learn general administrative procedures, and branch out into medical billing and medical office procedures. Develop time management skills and shortcuts to maximize your efficiency with phone systems and voice mail.

You have the opportunity to be certified through this program as a Microsoft Certified Application Specialist (MCAS).

Estimated program cost:

\$50 - \$125 first year

\$5 - \$15 second year

college credit available



Labor Market Information

Occupational statistics from DuPage and collar counties predict **moderate job growth** between now and the year 2016.

Want to own your own business? You can begin laying the foundation for the necessary skills to be a virtual assistant and work from home through the Internet, email, phone, fax, FTP, and mail.



Employment Opportunities

Secretary
Human Resources Assistant
General Office Clerk

Potential Employers

Wilton Enterprises
ServiceMaster
Metro Court Reporters
Boise Cascade
Pampered Chef
Jewel Food Stores
Ball Seed Company
Zip Mail Services, Inc.
Baird and Warner