

# OFFICE INFORMATION SYSTEMS PROFESSIONAL

## SCHOOL OF BUSINESS AND TECHNOLOGY

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### GENERAL DESCRIPTION

The study of office information systems is a field within the School of Business, Professional & Technical Education that provides concepts and skills requisite for contemporary work environments where the emphasis is on team building and technology. The role of secretary, receptionist, office assistant, administrative assistant, and transcriptionist will become more challenging and dynamic in the next decade. Students learn traditional secretarial skills, mastery of office technology and computers, communication techniques, and how to exercise initiative and sound judgment in their work.

### CAREER OPTIONS

Below is a sample of the career options available for the office information systems major. Some require a certificate of achievement and most require an associate in science degree: receptionist, secretary, legal secretary, clerk typist, word processor, office clerk, medical office assistant, legal assistant, medical transcriptionist, legal interpreter/translator, bilingual office personnel, data entry clerk, and administrative assistant. Many entry-level positions are available in business, industry, education, and government for students with good organizational and communication abilities.

### DEGREE/CERTIFICATE OPTIONS

### MAJOR CODE

#### Associate in Science Degree: Career/Technical

OIS: Office Information Systems Professional 02046

#### Certificates of Achievement

OIS: Office Information Systems Professional—Advanced 02048

OIS: Microsoft Office Specialist (MOS)—Advanced 02053

#### Certificates of Proficiency

OIS: Office Information Systems Professional—Basic 02047

OIS: Microsoft Office Specialist (MOS)—Basic 02052

**Note:** For Virtual Office Professionals program, see page 332.

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

## ASSOCIATE IN SCIENCE DEGREE

### OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL



#### ASSOCIATE IN SCIENCE DEGREE CAREER/TECHNICAL (MAJOR CODE: 02046)

The curriculum is designed to prepare students to work in an automated office environment. Students will gain comprehensive training in word processing, filing and records management, machine transcription, business communications, and the integrated electronic office including email, Internet office applications, and management information systems software. Students will gain preparation for Microsoft Office Specialist (MOS) certification and may desire to pass a certifying examination. The associate in science degree is granted upon the completion of courses listed in both basic and advanced certificates.

#### Program Student Learning Outcome Statement:

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction, taking and transcribing minutes, developing reports, and using good communication skills to solve problems.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service. .
- Student will utilize print, computer/Internet and other resources to research projects to produce clear, accurate, and organized reports, tables, statistics, and reference materials applying advanced features of word processing, spreadsheet, presentation, and database applications.

BUS 73	Keyboarding Speed and Accuracy I	1
BUS 74	Keyboarding Speed and Accuracy II	1
BUS 75	Keyboarding Speed and Accuracy III	1
BUS 78	Electronic Calculator	1
BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning	2.5
BUS 200B	Microsoft Word: Advanced	2.5
BUS 206	Filing and Records Management	2.5
BUS 210	Business English	3
BUS 211	Communications in Business and Industry (3) OR	3
BUS 212	Business Communication (3)	
BUS 218	Procedures for Office Professionals	4
BUS 290–293	Work Experience in Business I–IV	2
CIS 122B	Spreadsheet Software—Excel	1
<b>Total units</b>		<b>26.5</b>



**Recommended Electives:** BUS 70, 71, 81, 140, 142, 152, 181, 183, 225, 226, 227, 229, 233; CIS 92, 101, 133, 134, 139; LEGL 228

To earn an associate degree, additional general education and graduation requirements must be completed. See page 64.

## CERTIFICATES

### OIS: MICROSOFT OFFICE SPECIALIST (MOS): BASIC

#### CERTIFICATE OF PROFICIENCY

##### CAREER/TECHNICAL (MAJOR CODE: 02052)

Prepares students to pass the Microsoft Officer Specialist (MOS) certification test in word processing. Gaining certification will allow students to be more competitive in obtaining well-paid office and related technical positions or in advancing in their present positions.

#### Program Student Learning Outcome Statement:

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print material and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning	2.5
BUS 200B	Microsoft Word: Advanced	2.5
BUS 210	Business English	3
BUS 218	Procedures for Office Professionals	4
<b>Total units</b>		<b>14</b>

## OIS: MICROSOFT OFFICE SPECIALIST (MOS): ADVANCED

#### CERTIFICATE OF ACHIEVEMENT

##### CAREER/TECHNICAL (MAJOR CODE: 02053)

Students will be trained in preparation for passing the Microsoft Officer Specialist (MOS) certification test in word processing at the expert level. Gaining certification will allow students to be more competitive in obtaining well-paid office and related technical positions in our community or for career advancement in present positions. The certificate of achievement—advanced will be granted upon completion of the required basic and advanced courses.

#### Program Student Learning Outcome Statement:

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize advanced skills in Microsoft Word as well other components of the Microsoft Office Suite and Internet resources to produce clear, accurate, and organized reports, tables, statistics, and reference materials and documents.

#### GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: [www.swccd.edu/gainfulemployment](http://www.swccd.edu/gainfulemployment).

BUS 75	Keyboarding Speed and Accuracy III	1
BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning (2.5)	2.5–3
	OR	
CIS 92	Microsoft Office Suite (3)	
BUS 200B	Microsoft Word: Advanced	2.5
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3)	3
	OR	
BUS 212	Business Communication (3)	
BUS 218	Procedures for Office Professionals	4
BUS 240	Microsoft Outlook	3
CIS/BUS 129	Multimedia Presentations—PowerPoint	1



CIS 122B	Spreadsheet Software—Excel (1)	1
	OR	
CIS 133	Advanced Microcomputer Spreadsheets Software (1)	
CIS 134	Microcomputer Database Software—Access	1
<b>Total units</b>		<b>24–24.5</b>

**Recommended Electives:** BUS 35, 36, 70, 71, 73, 246; CIS 139, 150, 151, and 152.

## OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: BASIC



### CERTIFICATE OF PROFICIENCY

CAREER/TECHNICAL (MAJOR CODE: 02047)

#### Program Student Learning Outcome Statement:

- Student will work in an office setting interacting with supervisors, co-workers, and the public in a variety of ways, including receiving, clarifying, and providing information and direction.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service.
- Student will utilize print and computer/Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized documents.

BUS 73	Keyboarding Speed and Accuracy I	1
BUS 78	Electronic Calculator	1
BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning	2.5
BUS 206	Filing and Records Management	2.5
BUS 210	Business English	3
CIS 122B	Spreadsheet Software—Excel	1
<b>Total units</b>		<b>13</b>

## OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: ADVANCED



### CERTIFICATE OF ACHIEVEMENT

CAREER TECHNICAL (MAJOR CODE: 02048)

#### Program Student Learning Outcome Statement:

- Student will work in an office setting and interact with supervisors, co-workers, and the public in a variety of ways, including taking, clarifying, and providing information and direction, and producing verbal and written work products in both English and Spanish.
- Student will interact properly and provide quality customer service in both English and Spanish to people of diverse backgrounds, including supervisors, co-workers, and members of the public.
- Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce office documents that are reliable, accurate, and presented in a clear and organized manner.

#### GAINFUL EMPLOYMENT:

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: [www.swccd.edu/gainfulemployment](http://www.swccd.edu/gainfulemployment).

BUS 73	Keyboarding Speed and Accuracy I	1
BUS 74	Keyboarding Speed and Accuracy II	1
BUS 75	Keyboarding Speed and Accuracy III	1
BUS 78	Electronic Calculator	1
BUS 182	Keyboarding for Office Professionals	2
BUS 200A	Microsoft Word: Beginning	2.5
BUS 200B	Microsoft Word: Advanced	2.5
BUS 206	Filing and Records Management	2.5
BUS 210	Business English	3
BUS 211	Communication in Business and Industry (3)	3
	OR	
BUS 212	Business Communication (3)	3
BUS 218	Procedures for Office Professionals	4
BUS 290–293	Work Experience in Business I–IV	2
CIS 122B	Spreadsheet Software—Excel	1
<b>Total units</b>		<b>26.5</b>

**Recommended Electives:** BUS 70, 71, 81, 142, 152, 181, 183, 225, 226, 227, 229, 233; CIS 92, 101, 133, 139; LEGL 228

