

OFFICE INFORMATION SYSTEMS PROFESSIONAL: BILINGUAL

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569

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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. Training for a bilingual (Spanish/English) office environment is emphasized. The role of secretary, receptionist, office assistant, administrative assistant, and transcriptionist has been changing rapidly due to the downsizing of companies and major shifts in the philosophy of the work ethic. Students learn both traditional and virtual secretarial skills, mastery of office technology and computers, communication techniques, and how to assume responsibility for their work by exercising initiative and sound judgment.

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, administrative assistant, and virtual office professional. 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—Bilingual 02041

Certificates of Achievement

OIS: Office Information Systems Professional—
Bilingual—Basic 02042

OIS: Office Information Systems Professional—
Bilingual—Advanced 02043

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: BILINGUAL



ASSOCIATE IN SCIENCE DEGREE

CAREER/TECHNICAL (MAJOR CODE: 02041)

The curriculum is designed to prepare students to work in an automated office environment in a bilingual (English/Spanish) or multicultural setting. Students will gain comprehensive training in word processing, filing and records management, machine transcription, business communications, and in the integrated electronic office including knowledge of 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 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.



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 181	Spanish Computer Skills for Interpretation and Translation	3
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) OR	3
BUS 212	Business Communication (3)	
BUS 218	Procedures for Office Professionals	4
BUS 225	Interpretation and Translation: General Business (3) OR	3
LEGL 257	International Business and Legal Communication: Spanish (3)	
BUS 290–293	Work Experience in Business I–IV	2
SPAN 216	Spanish for Bilinguals II * (5) OR	5
SPAN 202	Intermediate Spanish II * (5)	
Total units		36.5

Recommended Electives: BUS 70, 71, 81, 140, 142, 152, 183, 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.

- * Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.

CERTIFICATES

OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: BILINGUAL: BASIC



CERTIFICATE OF ACHIEVEMENT

CAREER/TECHNICAL (MAJOR CODE: 02042)

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 in both English and Spanish.
- Student will interact properly with people of diverse backgrounds at work and in the community providing quality customer service in both English and Spanish.
- Student will utilize and computer/ Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized 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.

BUS 73	Keyboarding Speed and Accuracy I	1
BUS 78	Electronic Calculator	1
BUS 181	Spanish Computer Skills for Interpretation and Translation	3
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
SPAN 216	Spanish for Bilinguals II * (5) OR	5
SPAN 202	Intermediate Spanish II * (5)	
Total units		20

- * Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the United States and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.



OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL: BILINGUAL: ADVANCED



CERTIFICATE OF ACHIEVEMENT
CAREER/TECHNICAL (MAJOR CODE: 02043)

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 in both English and Spanish.
- Student will utilize and computer/ Internet documents such as reports, tables, statistics, and reference materials to produce clear, accurate, and organized 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.

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 181	Spanish Computer Skills for Interpretation and Translation	3
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) OR	3
BUS 212	Business Communication (3)	
BUS 218	Procedures for Office Professionals	4
BUS 225	Interpretation and Translation: General Business (3) OR	3
LEGL 257	International Business and Legal Communication: Spanish (3)	
BUS 290–293	Work Experience in Business I–IV	2
SPAN 216	Spanish for Bilinguals II * (5) OR	5
SPAN 202	Intermediate Spanish II * (5)	
Total units		36.5

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

OFFICE INTENSIVE TRAINING–BILINGUAL AND PAYROLL CLERK

SCHOOL OF BUSINESS AND TECHNOLOGY

DEAN: Mink Stavenga, DBA, Office 470K, 619-482-6569

FACULTY: Marisa Soler-McElwain, LL.M.

DEPARTMENT CHAIR: Marisa Soler-McElwain, LL.M.

GENERAL DESCRIPTION

The Administrative Office Assistant—Bilingual and the Legal Office Assistant—Bilingual Intensive Training Programs as well as the Payroll Clerk Program at Southwestern College prepare students to work in general business or legal offices. Each program is briefly described below:

ADMINISTRATIVE OFFICE ASSISTANT– BILINGUAL INTENSIVE TRAINING

Bilingual (English/Spanish) office personnel are in demand in San Diego County. Students are trained to work in a bilingual office setting in an entry-level position. Students learn office procedures, telephone techniques, reception skills, document processing, keyboarding skills, and word processing using the Microsoft Word and other applications that are part of the Microsoft Office Suite—PowerPoint, Excel, and Access. The primary course (BUS 35) has been developed in an intensive format (16 hours per week for one semester) with a work experience component.

LEGAL OFFICE ASSISTANT–BILINGUAL INTENSIVE TRAINING

The legal community requires clerical personnel who have excellent legal office and interpersonal skills. In addition, those who possess bilingual skills are in high demand. The program trains students in basic legal terminology, legal forms, and office procedures required in public and private legal offices, clinics, and the courts. The primary course (BUS 36) has been developed in an intensive format (16 hours per week for one semester) with a work experience component.

