

CERTIFICATES

OIS: Office Information Systems Professional—Bilingual—Basic

Certificate of Achievement

Career/Technical (Major Code: 02042)

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		
SPAN 202	Intermediate Spanish II *	
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)

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

Recommended Electives: BUS 70, 71, 81, 140, 142, 152, 183, 226, 227, 229, 233; CIS 92, 101, 133, 134, 135, 139; LEGL 228

Office Intensive Training—Bilingual and Payroll Clerk

Higher Education Center at Otay Mesa

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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.

PAYROLL CLERK

The Payroll Clerk provides a key administrative function in an organization. This entry-level program trains students with the skills required to prepare and maintain the payroll of a business with the use of computer technology. Students learn basic payroll and record keeping skills required by all small and mid-size business organizations.

Career Options

Below is a sample of the career options available for the office assistant—bilingual major and the payroll clerk. Some of these options require completion of a certificate. Positions with higher levels of responsibility may require an associate or bachelor's degree: receptionist, office assistant, payroll clerk, bookkeeper, clerk typist, word processor, secretary, legal office clerk, legal secretary, legal assistant, education secretary, administrative assistant, executive assistant, virtual office assistant, interpreter/translator, bilingual, and office supervisor. Many entry level positions are available in business, industry, education, and government for students with solid technical, organizational, and communication skills.

Degree/Certificate Options

Certificate of Achievement

Administrative Assistant—Bilingual (English/Spanish) Intensive Training	A2045
Legal Office Assistant—Bilingual (Spanish/English) Intensive Training	B2455

Certificate of Proficiency

Payroll Clerk	02142
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Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goals.

Major Code

Legal Office Assistant—Bilingual (Spanish/English) Intensive Training

Certificate of Achievement

Career/Technical (Major Code: B2455)

Prepares students to work in a bilingual (English/Spanish) legal office setting. Emphasizes the development of skills in bilingual legal terminology, telephone and reception techniques, legal office procedures, keyboarding correspondence, and word processing using Microsoft Word.

Prepara a los estudiantes para empleos en oficinas legales bilingües. Enfatiza el desarrollo de habilidades en terminología legal, técnicas telefónicas y de recepción, procedimientos legales de oficina, mecanografía, correspondencia, procesador de palabras (word processing), utilizando Microsoft Word.

BUS 36	Legal Office Assistant—Bilingual (English/Spanish)	12
BUS 70	Keyboarding I	
	OR	1
BUS 71	Keyboarding II	
BUS 210	Business English	3
BUS 290–293		
	Cooperative Work Experience in Business (I–IV)	2–4
Total units		18–20

CERTIFICATES

Administrative Office Assistant—Bilingual (English/Spanish) Intensive Training

Certificate of Achievement

Career/Technical (Major Code: A2045)

Prepares students to work in a bilingual (Spanish/English) office setting in an entry-level position. Emphasizes the development of skills in business English, keyboarding, word processing (Microsoft Office software applications), filing, record keeping, and office procedures.

Prepara a los estudiantes para empleos en oficinas bilingües (español/inglés) a nivel básico. Enfatiza el desarrollo de aptitudes en inglés comercial, mecanografía, procesador de palabras (word processing, utilizando Microsoft Office) archivonomía, contabilidad y procedimientos de oficina.

BUS 35	Administrative Office Assistant—Bilingual (English/Spanish)	12
BUS 70	Keyboarding I	
	OR	1
BUS 71	Keyboarding II	
BUS 210	Business English	3
BUS 290-293	Work Experience in Business I-IV (2–4)	2–4
Total units		18–20

Payroll Clerk

Certificate of Proficiency

Career/Technical (Major Code: 02142)

Emphasizes basic payroll skills in a technology-based environment. Includes payroll data compilation, data entry, wage posts, error reconciliation, and payroll record maintenance. Prepares students to work with computers and other payroll tools to perform basic payroll tasks required in today's technology-based businesses.

ACCT 7	Basic Business Bookkeeping	3
ACCT 8	Payroll	4
ACCT 12	Computerized Accounting	3
BUS 183	Business Mathematics	3
Total units		13