

Office Information Systems Professional—Bilingual

Departments of Business, Accounting and Office Information Systems

Dean Mark Meadows, Ph.D., Office 215, 619-482-6460

Faculty Maria E. Martínez, M.B.A.; Marisa Soler-McElwain, LL.M.

Department Chair Marisa Soler-McElwain, LL.M.

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

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

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.

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
BUS 212	Business Communication	3
BUS 218	Procedures for Office Professionals	4
BUS 225	Interpretation and Translation: General Business	3
LEGL 257	International Business and Legal Communication: Spanish	3
BUS 290–293	Work Experience in Business I–IV (2–4)	2
SPAN 216	Spanish for Bilinguals II *	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, 135, 139; LEGL 228

To earn an associate degree, additional general education and graduation requirements must be completed. See page 51.

* 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)

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 *	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)

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	3
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 *	5
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

Dean Silvia Cornejo, M.A., Office 4118D, 619-482-6755

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.

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.