

Office Information Systems Professional

Departments of Business, Accounting and Office Information Systems

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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

Associate in Science Degree: Career/Technical

	Major Code
OIS: Office Information Systems Professional	02046

Certificates of Achievement

OIS: Office Information Systems Professional—Advanced	02048
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OIS: Microsoft Office Specialist (MOS)—Advanced	02053
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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 249.

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

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.

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		
BUS 212	Business Communication	3
BUS 218	Procedures for Office Professionals	4
BUS 290–293	Work Experience in Business I–IV (2–4)	2
CIS 122B	Spreadsheet Software—Excel	1

Total units	26.5
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Recommended Electives: BUS 70, 71, 81, 140, 142, 152, 181, 183, 225, 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.



Some courses within this program may require additional coursework that must be completed prior to enrollment in those courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

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.

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
Total units		14

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.

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
OR		
BUS 212	Business Communication	
BUS 218	Procedures for Office Professionals	4
CIS/BUS 129	Multimedia Presentations—PowerPoint	1
CIS 122B	Spreadsheet Software—Excel	1
OR		
CIS 133	Advanced Microcomputer Spreadsheets Software	
CIS 134	Microcomputer Database Software—Access	1
Total units		21–21.5

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)

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
Total units		13

OIS: Office Information Systems Professional—Advanced

Certificate of Achievement

Career Technical (Major Code: 02048)

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
OR		
BUS 212	Business Communication	
BUS 218	Procedures for Office Professionals	4
BUS 290–293	Work Experience in Business I–IV (2–4)	2
CIS 122B	Spreadsheet Software—Excel	1
Total units		26.5

Recommended Electives: BUS 70, 71, 81, 142, 152, 181, 183, 225, 226, 227, 229, 233; CIS 92, 101, 133, 135, 139; LEGL 228