

Nursing

Higher Education Center at Otay Mesa

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General Description

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. The nurse assists the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that the individual would perform unaided if possessing the necessary strength, will, or knowledge. The nurse practices in many settings including hospitals, clinics, physicians' offices, extended care facilities, and homes in the community.

Career Options

Below is a sample of the career options available for the nursing major. Some of these require an associate degree, most require a bachelor's degree, and a few require a graduate-level degree: licensed vocational nurse, registered nurse, nurse clinician, nurse practitioner, nurse midwife, nurse administrator, and nurse educator. Nurses practice in many settings such as hospitals, extended care facilities, homes and clinics, and in the military. They may specialize in caring for specific age groups such as children or the aged. They may also specialize in certain areas such as medical, surgical, psychiatric, critical or emergency room care, obstetrics, pediatrics, and operating room.

Degree/Certificate Options

Associate in Arts Degree: Transfer Preparation

Transfer Education/Preparation for Nursing	A1330
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Associate in Science Degree: Career/Technical

Nursing	02360
Surgical Technology	02345
Vocational Nursing	02390

Certificates of Achievement:

Surgical Technology	02346
Vocational Nursing	02392

Certificates of Proficiency:

Central Service Technology	02347
Certified Nursing Assistant (CNA)	02371
Operating Room Nursing	02361

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

Note: In the VN, ST, and ORN programs, a minimum grade of "C" is required in each course for progression and satisfactory completion. Nursing courses may be repeated no more than one time with a maximum of one re-entry to the program.

Courses must be completed in sequence as stated.

ASSOCIATE IN SCIENCE DEGREE

Southwestern College Mission Statement

Southwestern Community College District serves a diverse community of students by providing a wide range of dynamic and high quality educational programs and comprehensive student services. The District provides educational opportunities in the following areas:

- associate degree and certificate programs
- transfer
- professional, technical, and career advancement
- basic skills
- personal enrichment
- noncredit adult education
- community services; and
- economic, workforce, and community development

We promote student learning and success by committing to continuous improvement that includes planning, implementation, assessment, and evaluation.

Southwestern College ADN Mission Statement

Southwestern Community College Associate Degree Nursing Program serves a diverse community of students and provides educational preparation for the graduate in the role of a Registered Nurse and as professional member of the healthcare community.

The Nursing Program provides educational opportunities that enable our students to progress from a novice level of expertise to a graduate level of expertise in nursing skills, clinical reasoning, and theoretical preparation. The program promotes personal enrichment, community service and transfer for advanced nursing educational opportunities.

The Nursing Program promotes student learning and success by committing to a continuous improvement plan utilizing evidence-based practice which includes assessment, planning, implementation, and evaluation. The program celebrates successes as our students' progress in the program, in their advanced degrees and as key members of the Nursing profession.

The Associate Degree Nursing Program Philosophy

The associate degree nursing faculty advocates the mission and goals of Southwestern College and the ADN program; furthermore, the faculty is committed to the following beliefs, which guide the nursing curriculum:

Beliefs About Man, Health, and Illness

- * Man is a unique individual with inseparable bio-psycho-social-spiritual needs.
- * Man's culture and ability to communicate needs are an integral component in health and wellness throughout the life span.
- * Health is a state of complete physical, mental, and social well-being, not merely the absence of disease or infirmity.
- * Health is on a continuum of maximum wellness to maximum illness throughout the life span.

Beliefs About Nursing

- * Nursing is both an art and a science. The science of nursing is the knowledge base for the care that is given; the art of nursing is the skilled application of that knowledge to help others reach maximum function and quality of life throughout the life span.
- * Nursing is a profession that utilizes special skills and knowledge to provide safe care to the whole person in health and illness and in a variety of practice settings.
- * Nursing requires critical reasoning skills that focus on health promotion, illness prevention, restoring health, and facilitating coping while utilizing therapeutic communication methods.
- * Nursing care is determined by man's human responses resulting from changes in the structure and/or function of all body systems.

Beliefs About Students, Faculty, and Education

- * Students are individuals with unique combinations of ethnic and cultural backgrounds, learning abilities, and support systems.
- * Optimal student learning takes place in a safe environment that is supportive, provides frequent feedback, as well as strategies for success.
- * Nursing faculty believe that learning is a lifelong process involving external changes in behavior and internal changes in thought process and attitudes. Nursing faculty are committed to their own lifelong learning and maintain currency in theory and skills through course work, CE opportunities, conferences and through their own experiential learning as a practitioner in the clinical setting.
- * Nursing faculty believe that the role of the faculty is to facilitate student learning by providing instruction, clinical experiences, resources, counseling, and guidance.
- * Nursing education incorporates knowledge from the humanities and the behavioral, physical, and natural sciences.
- * Nursing education remains current and incorporates such resources as The National Patient Safety Goals and Institute of Medicine Reports (as it relates to nursing) as references for both the faculty and the students.
- * Nursing faculty are committed to program core values that are reflected in each course: communication, clinical reasoning, cultural diversity, health promotion/illness prevention, life span development, nursing theory/skills, roles of the nurse, safety, evidence-based practice and quality improvement.

The Associate Degree Nursing program serves as the beginning preparation for the registered nurse with identified competencies, critical thinking, supervision, leadership, and delegation. Various nursing roles are also emphasized as the student nurse prepares for state licensure.

The Associate Degree Nursing program is accredited by the National League for Nursing Accreditation Commission (NLNAC).

The National League for Nursing Accrediting Commission
3343 Peachtree Road Ne, Suite 500
Atlanta, GA 30326
Phone (404) 975-5000

How to Apply

Applicants must be eligible for admission to the College. In addition to the College application, a special application for the program is required. Program information and application forms are available on the College web site at www.swccd.edu, Quick Links to Nursing or in the nursing department office at the Higher Education Center—Otay Mesa. Applications for each program will be accepted after prerequisite courses and other requirements are met. Students accepted into the nursing programs are subject to further screening to determine eligibility to be admitted into the programs.

An individual evaluation will be made for students wishing to transfer from a nursing program or to receive credit for previous nursing education.

Special Instructions

Students enrolled in the nursing programs are required to provide their own transportation to off-campus clinical agencies and for home visits. A fee for malpractice insurance is charged for each year of the program, as well as a minimal fee for supplies. Students are also responsible for purchasing certain equipment such as a stethoscope.

CPR certification: students are required to be certified prior to admission and to maintain certification throughout the program. American Heart Association (AHA) certification, or a healthcare provider course is required.

Basic nursing skills: students must be certified nursing assistants or provide evidence of equivalent skills to be admitted to the nursing programs.

A grade of "C" or better is required in all nursing courses for progression and satisfactory completion. Progress in the nursing programs is dependent upon completion of nursing courses in the prescribed sequence as outlined for each program. Students will not be permitted to progress to the next semester until previous semester nursing courses are completed. Nursing courses may be repeated only once.

Registered Nursing—Associate in Science Degree

As of 2011, applicants will be accepted under the multi-criteria point system as mandated by the State Chancellor's Office. In order to apply and be placed on the priority list for the ADN program, applicants must document the following:

- * Basic science prerequisites Option 1 (BIOL 260, 261, and 265) must be completed with a cumulative GPA of 2.5 (or Option 2, BIOL 193) and microbiology with a 3.0 GPA. Foreign transcripts not submitted at time of application may not be used to meet program or graduation requirements. Required science courses taken at Southwestern College have prerequisites including college-level biology, chemistry, and algebra courses or credit for the appropriate college-level examination (CLEP)
- * Recency: science prerequisite courses must be completed within 7 to 10 years of beginning the program (anatomy—ten years, physiology and microbiology—seven years)
- * Basic nursing skills: students must be CNAs or provide evidence of equivalent skills
- * Graduation from a U.S. high school or satisfactory score on the GED or evidence of other high school equivalency certificate or a degree from a U.S. accredited institution.
- * College-level reading ability as evidenced by a satisfactory result on the Southwestern College Reading Assessment process, earning a "C" or better in RDG 158, ENGL 116, or equivalent reading course; equivalency documented by approved petition; or college transcript showing an earned associate or bachelor's degree from a U.S. accredited institution.
- * Math proficiency as evidenced by eligibility for Math 70 or higher as demonstrated on the college math assessment process, earning a "C" or better in Math 60 or higher-numbered math course, or equivalent as documented by an approved petition.
- * Passing the TEAS test with a result of 67 or higher; the test may be repeated only once.
- * Other criteria i.e. working/volunteering in health care, receiving financial aid, being a veteran, holding a previous bachelor's degree, etc.

Note: MATH 60 or equivalent is required for graduation from Southwestern College.

Before a space in the nursing program can be offered, applicants must verify completion of the series of vaccinations for Hepatitis B or immunity to Hepatitis B or sign a form declining to be vaccinated.



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.

Students who have been accepted into the program must meet the following conditions: attend a scheduled class orientation, submit a completed physical examination form with evidence of required immunizations, tuberculosis screening, CPR certification, and provide evidence of payment of malpractice insurance premium and ATI testing fees. Accepted students are required to complete an online background check and drug screening prior to enrollment into the program. The background check and drug screening are mandated by the policies of the hospitals/clinical sites for all health occupation programs faculty and students. Anyone with background check issues (includes misdemeanors and felony's) may not be eligible for the program. Many of the hospital systems are now refusing to take students with any background check issues. Each student situation will be evaluated as they complete the background check. The student must provide a urine sample for drug testing per hospital request. If the urine sample is dilute, the student WILL NOT be eligible for acceptance into the program.

Effective fall 2007, all ADN, LVN-ADN and VN students must past the Test of Essential Academic Skills (TEAS). This is a diagnostic test that covers basic math, reading and science. Students may prepare for this test by going to the ATI testing site (<http://www.atitesting.com/>), then go to Assessments; go to Test of Essential Academic Skills (TEAS). The TEAS test is offered by the College once a month, and may be repeated only once. Under the new multi-criteria point system, a student will earn points for the first attempt only.

In addition to the above costs, students are required to pay for testing services provided by Kaplan Testing. These diagnostic tests are administered periodically throughout the nursing program beginning with an entrance test given during the first two weeks of classes. The test identifies weaknesses for the student to enable them to seek appropriate assistance during the program. Periodic additional tests must be passed before the student progresses in the program. Remediation is available for every student. A summer noncredit "Success in Nursing" course is encouraged for all students entering nursing.

Some financial assistance is available through Financial Aid. Application for assistance should be made early (preferably by April or May for new students) in the Financial Aid office. It is recommended that the student not work more than 20 hours per week.

Upon completion of degree requirements, the graduate is eligible to apply to take the National Council Licensure examination for Registered Nursing (NCLEX-RN). The Board of Registered Nursing (BRN) may refuse licensure to individuals who have been convicted of crimes and/or certain misdemeanors. Further information may be obtained from the BRN at 1747 North Market Blvd., Suite 150; Sacramento, CA 95834-1924 or the Program Director may be consulted. Program information may also be obtained from the National League for Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

ASSOCIATE IN ARTS DEGREE

Transfer Education/Preparation for Nursing

Transfer Preparation * (Major Code: A1330)

A bachelor's degree is generally required for public health/community nursing school and industrial nursing, and for commissioned officer status in the armed forces. It is also recommended as basic preparation for further study for those seeking careers in leadership positions, in nursing research or nursing education, and as nurse practitioners, midwives, and anesthetists.

There are several institutions in California which grant the bachelor's of science degree in nursing including SDSU and Point Loma Nazarene College.

BIOL 260	Human Anatomy	5
BIOL 261	Principles of Human Physiology	4
BIOL 265	General Microbiology	5
CHEM 110	Elementary Organic and Biological Chemistry	4
ENGL 115	Reading and Composition: Exposition and Argumentation	4
PSYC 101	General Psychology	3
SOC 101	Introduction to Sociology	3
Total units		28

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

* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. **See catalog TRANSFER COURSES INFORMATION section on page 33 for further information.**

ASSOCIATE IN SCIENCE DEGREE

Nursing

Career/Technical (Major Code: 02360)

Prerequisites to Option I and Option II

- Nursing Assistant Certification or equivalent

Option I 18

BIOL 260	Human Anatomy * (5)
BIOL 261	Principles of Human Physiology (4)
BIOL 265	General Microbiology * (5)
ENGL 115	Reading and Composition: Exposition and Argumentation (4)

Option II 14

BIOL 193	Principles of Human Anatomy and Physiology (5)
BIOL 265	General Microbiology * (5)
ENGL 115	Reading and Composition: Exposition and Argumentation (4)

Total prerequisite units 14–18

First Semester

ADN 111A	Pathophysiology and Pharmacology I	2
ADN 112	Fundamentals of Nursing	2
ADN 112L	Fundamentals of Nursing Clinical Laboratory	5

Second Semester

ADN 111B	Pathophysiology and Pharmacology II	2
ADN 113	Maternal and Child Nursing	3
ADN 113L	Maternal and Child Nursing Laboratory	5

Third Semester

ADN 221	Adult Nursing	5
ADN 221L	Adult Nursing Laboratory	5

Fourth Semester

ADN 114	Nursing Supervision and Leadership I	2
ADN 223	Gerontology	2
ADN 223L	Gerontology Laboratory	4
ADN 225	Nursing Supervision and Leadership II: Preceptorship	2

Total semester units 39

The following courses can be taken at any time as part of the General Education (GE) requirement for nursing. Per the Nursing program application, additional points will be given for completion of all GE courses prior to application. Nursing students with a Bachelor's degree from an accredited U.S. institution would Not need the following per senate bill SB 1393:

COMM 103	Oral Communication	3
OR		
COMM 174	Interpersonal Communication	3
PSYC 101	General Psychology	
CD 170	Principles of Child Development	3
OR		
PSYC 230	Developmental Psychology	3
Complete 3 units from Area C in Group 1: Fine Arts or Group 2		
	Cultural Studies	3
MATH 60	Intermediate Algebra I	4

Proficiencies required for department acceptance into this program include basic nursing skills (CNA or equivalent) college-level reading (RDG 158), and Intermediate Algebra I (MATH 60).

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

* Or four semester units of equivalent courses from an accredited institution. Required science courses taken at Southwestern College have prerequisite courses of BIOL 100, 101, and CHEM 100 or 170 or equivalent.



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.

LVN to ADN Transition Program

California licensed vocational nurses are eligible to apply for a one-year LVN-ADN transition program. Credit toward first year ADN courses is granted upon evidence of licensure. Students take a transition course before joining the ADN class in the third semester.

Select one option for completion of prerequisites.

Students transferring as nursing majors to the CSU's must complete Option I.

Prerequisites

Option I		14
BIOL 260	Human Anatomy * (5)	
BIOL 261	Principles of Human Physiology (4)	
BIOL 265	General Microbiology * (5)	
Option II		10
BIOL 193	Principles of Human Anatomy and Physiology (5)	
BIOL 265	General Microbiology * (5)	
Total prerequisite units		10–14

Summer Session

ADN 115	Transition to Associate Degree Nursing	3
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First Semester

ADN 221	Adult Nursing	5
ADN 221L	Adult Nursing Laboratory	5

Second Semester

ADN 114	Nursing Supervision and Leadership I	2
ADN 223	Gerontology	2
ADN 223L	Gerontology Laboratory	4
ADN 225	Nursing Supervision and Leadership II: Preceptorship	2
Total units		23

30 Unit Option

California LVNs may take the "30 unit option" but will not be graduates from the nursing program or the College unless all other requirements are met. Please contact the director of the program for an explanation of the advantages and limitations of this option. Vocational nurses completing this option may be graduates of the Southwestern College nursing program and of the College only if they complete other graduation requirements prior to taking the licensure examination. Only those completing the requirements in the major are eligible to wear the Southwestern College nursing pin.

Select one option for completion of prerequisites.

Students transferring as nursing majors to the CSU's must complete Option I.

Prerequisites

Option I		14
BIOL 260	Human Anatomy * (5)	
BIOL 261	Principles of Human Physiology (4)	
BIOL 265	General Microbiology * (5)	
Option II		10
BIOL 193	Principles of Human Anatomy and Physiology (5)	
BIOL 265	General Microbiology * (5)	
Total prerequisite units		10–14

Summer Session

ADN 115	Transition to Associate Degree Nursing	3
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First Semester

ADN 221	Adult Nursing	5
ADN 221L	Adult Nursing Laboratory	5

Second Semester

ADN 114	Nursing Supervision and Leadership I	2
ADN 223	Gerontology	2
ADN 223L	Gerontology Laboratory	4
ADN 225	Nursing Supervision and Leadership II: Preceptorship	2

Total units

23

* Or four semester units of equivalent courses from an accredited institution. Required science courses taken at Southwestern College have prerequisite courses of BIOL 100, 101, and CHEM 100 or 170 or equivalent.

Surgical Technology

Career/Technical (Major Code: 02345)

Prepares the student to function in operating rooms under the direct supervision of physicians and nurses. A major portion of the learning experience will take place in hospital operating rooms.

Prerequisites

Acceptance into the Surgical Technology program

BIOL 190	Human Anatomy and Physiology (4)	4–8
OR		
BIOL 260	Human Anatomy (5)	
MEDOP 230	Medical Technology (3)	

First Semester

ST 110	Introduction to Surgical Technology	8
ST 120	Surgical Laboratory	4

Second Semester

ST 130	Advanced Operating Room Techniques	4
ST 140	Practicum: Major Surgical Specialties	8
ST 150	Current Concepts in Surgical Technology	1

Summer Session

ST 160	Practicum: Subspecialties	6
Total units		35–39

The following courses must be taken as part of the general education requirement for surgical technology:

BIOL 265	General Microbiology (5)
COMM 174	Interpersonal Communication (3)
PSYC 101	General Psychology (3)

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

Note: Upon successful completion of the program, the student is eligible to apply to take the Surgical Technology Certification Examination, which is sponsored by the Association of Surgical Technologists. Passing this examination allows the individual to use the title Certified Surgical Technologist.

Vocational Nursing

Career/Technical (Major Code: 02390)

Prepares students for direct patient care in situations where he/she is under the supervision of physicians and/or registered nurses. A major portion of the educational experience takes place in a variety of healthcare settings.

Prerequisites:

CNA Certification or equivalent	0–7	
BIOL 190	Human Anatomy and Physiology	4
CD 170	Principles of Child Development	3
HLTH 204	Fundamentals of Nutrition	3
Total prerequisite units		10–17

First Semester

CL 120	Computer Literacy	1
VN 30	Introduction to Pharmacology	1
VN 31	Basic Concepts in Pharmacology	1
VN 101	Introduction to Vocational Nursing I	2.5
VN 101L	Introduction to Vocational Nursing I Lab	2
VN 102	Introduction to Vocational Nursing II	2.5
VN 102L	Introduction to Vocational Nursing II Lab	2

Second Semester

VN 130	Pharmacology for Nurses	2
VN 201	Vocational Nursing	5
VN 201L	Vocational Nursing Laboratory	6

Third Semester

PSYC 101	General Psychology	3
VN 250	Nursing Care in Specialty Areas and Career Preparation	5
VN 250L	Nursing Care in Specialty Areas and Career Preparation Laboratory	6
Total units		39

COMM 174. Interpersonal Communication (3 units) must be taken as part of the general education requirement for vocational nursing.

Proficiencies required for department acceptance into this program include basic nursing skills (CNA or equivalent), college-level reading, and elementary algebra.

Transfer credit shall be given for related previous education completed within the last five years, and it will be considered on a case by case basis (Vocational Nursing Practice Act, Article 5, Section 2535).

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

Note: Upon successful completion of the program, the student is eligible to apply to the California Board of Vocational Nurses and Psychiatric Technicians to take the examination for licensure as a vocational nurse.



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

Central Service Technology

Certificate of Proficiency

Career/Technical (Major Code: 02347)

Designed for students interested in a career as a Central Service Technician (CST). CSTs work in the central service unit in hospitals or the operating room sterilizing and packaging surgical instruments. Upon completion of this program, students are eligible to apply for national certification.

First Semester

ST 10A	Central Service Technology	4.5
ST 10B	Central Service Technology Laboratory	3.5

Second Semester

ST 10C	Central Service Technology Practicum	3.5
Total units		11.5

Certified Nursing Assistant (CNA)

Certificate of Proficiency

Career/Technical (Major Code: 02371)

Designed for students interested in a career in nursing. Completion of the program is required for entrance into the Associate Degree Nursing program and the Vocational Nursing program and confers eligibility to take the State Nursing Assistant Certification exam. Hospitals, skilled nursing facilities, and other healthcare settings employ CNA's.

CNA 20	Certified Nursing Assistant (CNA)	5.5
CNA 20L	Certified Nursing Assistant Laboratory	3
Total units		8.5

Operating Room Nursing

Certificate of Proficiency

Career/Technical (Major Code: A2361)

Designed to teach nurses to function in the operating room. A major portion of the experience will take place in operating rooms around San Diego, with opportunities to practice and circulate.

- RN License
- CPR Certificate
- Acceptance into the ORN program

ORN 209	Basic Perioperative Nursing	9
ORN 211L	Perioperative Nurses Training Laboratory	4
Total units		13

Note: In the VN, ST, and ORN programs, a minimum grade of "C" is required in each course for progression and satisfactory completion. Nursing courses may be repeated no more than one time with a maximum of one re-entry to the program.

Courses must be completed in sequence as stated.

Surgical Technology

Certificate of Achievement

Career/Technical (Major Code: 02346)

Prerequisites

BIOL 190	Human Anatomy and Physiology (4)	4-8
OR		
BIOL 260	Human Anatomy (5)	
MEDOP 230	Medical Terminology (3)	
<i>Acceptance into the Surgical Technology program</i>		

First Semester

ST 110	Introduction to Surgical Technology	8
ST 120	Surgical Laboratory	4

Second Semester

ST 130	Advanced Operating Room Techniques	4
ST 140	Practicum: Major Surgical Specialties	8
ST 150	Current Concepts in Surgical Technology	1

Summer Session

ST 160	Practicum: Subspecialties	6
Total units		35-39

Vocational Nursing

Certificate of Achievement

Career/Technical (Major Code: 02392)

Prerequisites

CNA Certification or equivalent	0-7	
BIOL 190	Human Anatomy and Physiology	4
CD 170	Principles of Child Development	3
HLTH 204	Fundamentals of Nutrition	3
Total prerequisites units		10-17

First Semester

CL 120	Computer Literacy	1
VN 30	Introduction to Pharmacology	1
VN 31	Basic Concepts in Pharmacology	1
VN 101	Introduction to Vocational Nursing I	2.5
VN 101L	Introduction to Vocational Nursing I Lab	2
VN 102	Introduction to Vocational Nursing II	2.5
VN 102L	Introduction to Vocational Nursing II Lab	2

Second Semester

VN 130	Pharmacology for Nurses	2
VN 201	Vocational Nursing	5
VN 201L	Vocational Nursing Laboratory	6

Third Semester

PSYC 101	General Psychology	3
VN 250	Nursing Care in Specialty Areas and Career Preparation	5
VN 250L	Nursing Care in Specialty Areas and Career Preparation Laboratory	6
Total units		39

Proficiencies required for department acceptance into this program include basic nursing skills (CNA or equivalent), college-level reading, and elementary algebra math.

Office Information Systems Professional

Departments of Business, Accounting and Office Information Systems

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

Faculty Maria E. Martinez, 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. 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

OIS: Office Information Systems Professional	02046
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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**

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.