



OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL (02046)

This sample course map does not represent a contract or guarantee of course availability or transfer guarantee, [nor does it replace meeting with a Counselor to discuss your goals and create a custom Student Education Plan](#) designed to fit your unique individual needs.

This plan includes GE recommendations satisfying: [Southwestern College Associate Degree \(A.S. or A.A\) Requirements](#)
Please see the [Southwestern College Associate Degree \(A.S. or A.A\) Requirements](#) for additional GE options.

This plan assumes the student is placed into transfer level Math and English
[Southwestern College Graduation, Certificates, and Degree Requirements](#)

1ST SEMESTER			
Course	Course Title	Units	Requirement Area
BUS 70	Keyboarding I (1st. 8 weeks)	1	Recommended Elective
BUS 71	Keyboarding II (2nd 8 weeks)	1	Recommended Elective
BUS 210	Business English	3	M
BUS 200A	Microsoft Word: Beginning (1st. 8 weeks)	2.5	M
BUS 200B	Microsoft Word: Beginning (2nd. 8 weeks)	2.5	M
CIS 101	Introduction to Business Information Systems	4	GE A2
GE C	Any GE C course	3	GE C
TOTAL UNITS		17	

2ND SEMESTER			
Course	Course Title	Units	Requirement Area
BUS 73	Keyboarding Speed and Accuracy	1	M
BUS 206	Filing and Records Management	2.5	M
BUS 211	Communication in Business and Industry	3	M
ENGL 115	College Composition: Reading and Writing Analytically	4	GE A1
GE B	Any GE Area B Course	3	GE B
BUS 181	Spanish Computer Skills for Interpretation/Translation	3	M
TOTAL UNITS		16.5	

3RD SEMESTER			
Course	Course Title	Units	Requirement Area
BUS 74	Keyboarding Speed and Accuracy II	1	M

CIS 122B	Spreadsheet Software---Excel	1	M
BUS 225	Interpretation and Translation: General Business	3	M
GE D	GE D	3	M
MATH 60	Intermediate Algebra or any higher numbered math course	4	M
TOTAL UNITS		12	

4TH SEMESTER			
Course	Course Title	Units	Requirement Area
BUS 226, BUS 229 OR BUS 233	Interpretation & Translation: Legal, Lergal Terminology- Bilingual (English/Spanish) or Interpretation & Translation	3	Recommended Elective
SPAN 216 OR BUS 229	Spanish for Bilinguals II**OR Legal terminology--Bilingual (English/Spanish)	3-5	Recommended Elective
BUS 290	Computer Assisted Legal Research	2	M
ELECTIVE	Elective if needed to meet minimum 60 units	2	E
BUS 218	Procedures for Office Professionals	4	M
TOTAL UNITS		12.5-14.5	

Requirement Codes:

M: Major Requirement

GE: General Education Requirement

GE Content Areas: A1, A2, B, C, D, OTHER (If needed):

E: Elective

This map is based off of the 19/20 Catalog year and is subject to change each year.