



[Catalog 2025-2026]

OIS: Office Information Systems Professional (Associate in Science) | Major Code 02046

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

This map includes general education (GE) courses satisfying: [Associate Degree \(A.A./A.S.\) GE Requirements](#). Additional corequisite support courses may be required with math and English. This map shows approximately 15 units each semester or 30 units a year. Taking classes during Summer and/or January intersession are also an option.

1st Semester Recommendation

Course	Course Title	Units
BUS 70	Keyboarding I	1
BUS 71	Keyboarding II	1
BUS 210	Business English	3
ENGL C1000	Academic Reading and Writing	4
GE-AREA 2		3
ELECTIVE		3

Total semester units: 15 Units

2nd Semester Recommendation

Course	Course Title	Units
BUS 73	Keyboarding Speed and Accuracy I	1
BUS 206	Filing and Records Management	2.5
BUS 211	Communication in Business and Industry	3
GE-AREA 1B		3
GE-AREA 3		3
BUS 218 (Offered Summer Only)	Procedures for Office Professionals	4

Total semester units: 16.5 Units

OPTIONAL SUMMER TERM

3rd Semester Recommendation

Course	Course Title	Units
BUS 74	Keyboarding Speed and Accuracy II	1
BUS 200A	Microsoft Word: Beginning	2.5
CIS 122B	Spreadsheet: Software	1

Course	Course Title	Units
GE-AREA 4		3
GE-AREA 5		3
ELECTIVE		3

Total semester units: 13.5 Units

4th Semester Recommendation

Course	Course Title	Units
BUS 290	Work Experience in Business I	2
BUS 200B	Microsoft Word: Advanced	2.5
GE-AREA 6		3
GE-Lifelong Learning		3
Elective		4.5

Total semester units: 15 Units

Total Program Units: 60 units

Disclaimers:

- This program map is designed with Fall as a first semester; however, this is not required. [Schedule a Counseling appointment](#) to develop a comprehensive student education to achieve your goal.
- **Catalog Rights: [Excerpt from 2025-2026 Southwestern College Catalog]**
A student's catalog rights are established at the time of entrance and completion of a course at Southwestern College. When continuous enrollment is maintained, students may choose their catalog rights for general education and graduation requirements in effect at the time of entrance to Southwestern College, or any catalog year thereafter. A student who petitions for an Associates Degree for Transfer who lacks catalog rights will be placed under the catalog in effect at the time the graduation petition is submitted.
- **Continuous Enrollment: [Excerpt from 2025-2026 Southwestern College Catalog]**
Continuous enrollment is defined as completion of a course during at least one semester or two quarters in a calendar year, including summer session, in either the CSU, UC, or California Community College System after time of entrance to Southwestern College (effective enrollment fall 2023). Completing a course is defined as receiving a grade of A, B, C, D, F, I, Pass (P), or No Pass (NP). Receiving a grade of "W", "EW" or "MW" will not satisfy the requirements for completing a course. The grade of "EW" or "MW" does not disqualify a student from continuous enrollment.

[AA/AS Local Degree General Education]