

Office Information Systems/ Administrative Assistant

2018-2019 Catalog

Award Granted Upon Completion: Associate in Applied Science in Office Systems/
Credits/Contacts Required: **60/62** Administrative Assistant

Description

The Office Information Systems program is designed to prepare students for entry-level positions in administrative support roles. In addition to training in technology, software applications, and office procedures, heavy emphasis will also be placed on development of the soft skills—communication, teamwork, customer service, etc.—needed on the job.

General Education Requirements – Min 15 credits

		<u>Cr</u>
ENGL-101	Rhetoric & Composition	3
BUSN-177	Mathematics of Business *	3
XXXX-xxx	Social & Behavioral Science -OR- Humanities Elective	3
XXXX-xxx	General Education Electives	6

Program Requirements – Min 45 credits **

		<u>Cr</u>
ACCT-100	Practical Accounting -OR-	
ACCT-101	Accounting Principles I •	4
BUSN-195	Business Communications -OR-	
ENGL-145	Tech. & Report Writing	3
CIS-101	Computer Concepts & Applications	4
CIS-123	Microsoft PowerPoint	1
CIS-130	Spreadsheet Applications •	3
CIS-140	Database Applications •	3
OIS-108	Document Processing	2
OIS-117	Records Management	2
OIS-150	Word Processing Applications + •	4
OIS-191	Business English & Proofreading +	3
OIS-218	Machine Transcription	2
OIS-250	Advanced Word Processing •	3
OIS-260	Office Technology & Procedures •	4
XXXX-xxx	Approved Electives ***	7

*** Approved Electives (choose at least 7 credits)

ACCT-105	Accounting with Computers	3
BUSN-160	Introduction to Business	3
BUSN-250	Business Law I	3
CIS-115	Using Microsoft Windows	3
CIS-125	Business Technology Tools	2
OIS-234	Desktop Publishing & Design	4
OIS-271-2-3	OIS Internship	1-3

Suggested Sequences Per Semester

		<u>Cr / Ct</u>
First Semester		
BUSN-177	Mathematics of Business *	3/3
CIS-101	Computer Concepts & Apps •	4/4
OIS-150	Word Processing Applications + •	4/4
OIS-191	Business English & Proofreading +	3/3
		14/14

Second Semester		
ACCT-100	Practical Accounting -OR-	4/4
ACCT-101	Accounting Principles I	
CIS-123	Microsoft PowerPoint •	1/1
ENGL-101	Rhetoric & Composition	3/3
OIS-108	Document Processing	2/3
OIS-117	Records Management	2/2
OIS-250	Adv Word Processing •	3/3
		15/16

Third Semester		
BUSN-195	Business Communications -OR-	3/3
ENGL-145	Tech. & Report Writing	
CIS-130	Spreadsheet Applications •	3/3
OIS-218	Machine Transcription	2/3
XXXX-xxx	Social & Behavioral Sciences -OR-	3/3
	Humanities Elective	
XXXX-xxx	Approved Electives	4/4
		15/16

Fourth Semester		
CIS-140	Database Applications •	3/3
OIS-260	Office Tech & Procedures •	4/4
XXXX-xxx	Approved Electives	3/3
XXXX-xxx	General Education Electives	6/6
		16/16

* Other mathematics credits may be accepted in the circumstances where a student has changed programs.

• These courses must be taken within five years of graduation to meet program requirements.

+ These classes are prerequisites to other courses in the program. Failure to take them in the proper sequence may delay program completion.

note Keyboarding proficiency is necessary for the successful completion of this degree. Students may demonstrate keyboarding proficiency by successfully passing the keyboarding test available in the Student Computing Center. Students without prior keyboarding experience should enroll in OIS-090 Computer Keyboarding.