

# OFFICE INFORMATION SYSTEMS PROFESSIONAL: BILINGUAL

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

## School of Business

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**School/Department Location:** [www.swccd.edu/cvlocation](http://www.swccd.edu/cvlocation)

**Map:** <https://goo.gl/maps/C4E3PnKsdU92> ([https://goo.gl/maps/C4E3PnKsdU92/](https://goo.gl/maps/C4E3PnKsdU92))

## General Description

The study of office information systems is a field within the School of Business and Technology that provides concepts and skills requisite for contemporary work environments where the emphasis is on team building and technology. Training for a bilingual (Spanish/English) office environment is emphasized. The role of secretary, receptionist, office assistant, administrative assistant, and transcriptionist has been changing rapidly due to the downsizing of companies and major shifts in the philosophy of the work ethic. Students learn both traditional and virtual secretarial skills, mastery of office technology and computers, communication techniques, and how to assume responsibility for their work by exercising initiative and sound judgment.

## 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, administrative assistant, and virtual office professional. Many entry-level positions are available in business, industry, education, and government for students with good organizational and communication abilities.

Degree/Certificate Options	Major Code
<b>Associate in Science Degree:</b>	
<b>Career/Technical</b>	
OIS: Office Information Systems Professional--Bilingual ( <a href="http://catalog.swccd.edu/associate-degree-certificate-programs/office-information-systems-professional-bilingual/ois-office-information-systems-professional-bilingual-as/">http://catalog.swccd.edu/associate-degree-certificate-programs/office-information-systems-professional-bilingual/ois-office-information-systems-professional-bilingual-as/</a> )	02041
<b>Certificates of Achievement</b>	
OIS: Office Information Systems Professional--Bilingual--Advanced ( <a href="http://catalog.swccd.edu/associate-degree-certificate-programs/office-information-systems-professional-bilingual/ois-office-information-systems-professional-bilingual-advanced-certificate/">http://catalog.swccd.edu/associate-degree-certificate-programs/office-information-systems-professional-bilingual/ois-office-information-systems-professional-bilingual-advanced-certificate/</a> )	02043