

OIS: OFFICE INFORMATION SYSTEMS PROFESSIONAL-ADVANCED

Certificate of Achievement Career Technical (Major Code: 02048)

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.

Program Student Learning Outcomes

- Student will work in an office setting and interact with supervisors, co-workers, and the public in a variety of ways, including taking, clarifying, and providing information and direction, and producing verbal and written work products in both English and Spanish.
- Student will interact properly and provide quality customer service in both English and Spanish to people of diverse backgrounds, including supervisors, co-workers, and members of the public.
- Student will utilize print and computer/internet documents such as reports, tables, statistics, and reference materials to produce office documents that are reliable, accurate, and presented in a clear and organized manner.

Gainful Employment

The U.S. Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.”

Students who complete this program will have acquired the necessary analytical tools to successfully secure gainful employment in the field of study.

For more information regarding the data provided for this program and what it means to you as a student, please feel free to visit our SWC Gainful Employment website at: www.swccd.edu/gainfulemployment (<http://www.swccd.edu/gainfulemployment/>).

Code	Title	Units
Program Requirements		
BUS 73	KEYBOARDING SPEED AND ACCURACY I	1
BUS 74	KEYBOARDING SPEED AND ACCURACY II	1
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	COMMUNICATION IN BUSINESS AND INDUSTRY	3
BUS 218	PROCEDURES FOR OFFICE PROFESSIONALS	4
CIS 122B	SPREADSHEET: SOFTWARE	1
Select 2 units of the following:		2

BUS 290	WORK EXPERIENCE IN BUSINESS I	
BUS 291	WORK EXPERIENCE IN BUSINESS II	
BUS 292	WORK EXPERIENCE IN BUSINESS III	
BUS 293	WORK EXPERIENCE IN BUSINESS IV	
Total Units		22.5
Code	Title	Units
Recommended Electives		
CIS 101	INTRODUCTION TO BUSINESS INFORMATION SYSTEMS	4
CIS 134	MICROCOMPUTER DATABASE SOFTWARE-- ACCESS	1
CIS 139	WINDOWING ENVIRONMENT	1