

## OFFICE INFORMATION SYSTEMS

### Credentials

Office Specialist skills certificate.....	17–18 cr.
Office Specialist certificate .....	30 cr.
Office Administration AAS degree .....	62 cr.

### Major Description

You love computers and enjoy the challenge of learning and using new software. You consider ‘multitask’ to be your middle name. And you can easily see yourself in an office, on top of every detail and making things run smoothly in an organized and systematic manner. It all adds up to you being a candidate for a career as an office professional or administrative assistant.

- Office administration associate in applied science degree: An AAS degree in office administration can help you advance your career by enhancing your technical, communication, and leadership/management skills.
- Office specialist skills certificate: Get the knowledge to succeed in a variety of entry-level positions in today’s technologically driven work environment.
- Office specialist certificate: Focus on office application software for the administrative assistant. Successful completion provides you the foundation for taking the Microsoft Office Specialist certification exam. Credits can be applied toward Schoolcraft’s associate degree in office administration.

### Job Titles & Median Salaries or Hourly Rates

- Administrative Support Supervisor: \$65,884 (Michigan)
- Information Processing Coordinator: \$35,256 (Michigan)
- Legal/Medical Secretary: \$41,500/\$30,530 (national)
- Executive Secretary/Admin. Asst.: \$43,520 (national)

### Office Administration AAS Degree

The office professional, as a member of the office information systems management team, plays an integral role in the successful operation of the organization. In today’s information age, the OIS professional functions as the pivotal person in the office communications network.

The office administration curriculum is designed to offer courses that enhance students’ technical skills, communication skills, and leadership/management skills with an emphasis on the professional work ethic.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete all college and program requirements qualify for an associate in applied science degree.

#### SAMPLE SCHEDULE OF COURSES

##### First Year—Fall Semester

OIS 100	Keyboarding 1 .....	2
OIS 102	Keyboarding 2 .....	2
OIS 195	Time and Project Management .....	1
ENG 101	English Composition 1.....	3
BUS 101	Introduction to Business.....	3
OIS 105	Office Communications—Editing Skills.....	3

**Total Credits 14**

##### First Year—Winter Semester

CIS 120	Software Applications .....	3
OIS 255	Office Procedures .....	2
OIS 165	Microsoft Word for Windows .....	3
ENG 106	Business English .....	3
MATH 101	Business Mathematics.....	3

**Total Credits 14**

##### First Year—Spring/Summer Session

COMA 103	Fundamentals of Speech .....	3
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**Total Credits 3**

#### Second Year—Fall Semester

OIS 260	Office Administration .....	3
CIS 180	Spreadsheet Applications—Current Software...3	
OIS 185	Business Presentation 1—Fundamental Concepts.....	3
ACCT 201	Principles of Accounting 1.....	4
CIS 225	Database Management Systems .....	3

**Total Credits 16**

#### Second Year—Winter Semester

CIS 122	Microsoft Outlook .....	2
OIS 265	Advanced Microsoft Word for Windows .....	3
Science*	Select any General Education Science course ...4	
CIS 215	Advanced Software Applications.....	3
PSYCH 153	Human Relations.....	3

**Total Credits 15**

### PROGRAM TOTAL 62 CREDITS

*\*Number of credits may be higher dependent on the General Education Science course selected.*

*Students planning to transfer should check the transfer institution’s requirements/guides or discuss their options with a counselor or advisor. Number of credits may be higher dependent on the course selection.*

### Office Specialist Certificate

This certificate program focuses on office application software for today’s administrative assistant. Computers and software applications are the center of the technological revolution taking place in today’s business offices.

Students enrolled in the office specialist program will be prepared to take on broader and more challenging responsibilities in the business world. Successful completion of these courses helps to prepare students for the Microsoft Office Specialist certification exam.

Individuals who successfully complete this program will be prepared to obtain employment as administrative or executive secretaries, software specialists, word processing supervisors and managers.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion.

#### SAMPLE SCHEDULE OF COURSES

##### First Year—Fall Semester

OIS 100	Keyboarding 1 .....	2
OIS 102	Keyboarding 2 .....	2
OIS 105	Office Communications—Editing Skills.....	3
CIS 120	Software Applications .....	3
OIS 195	Time and Project Management .....	1

**Total Credits 11**

##### First Year—Winter Semester

OIS 165	Microsoft Word for Windows.....	3
CIS 122	Microsoft Outlook .....	2
OIS 255	Office Procedures .....	2
CIS 180	Spreadsheet Applications— Current Software .....	3
CIS 215	Advanced Software Applications.....	3

**Total Credits 13**

##### Second Year—Fall Semester

OIS 185	Business Presentation 1— Fundamental Concepts .....	3
OIS 265	Advanced Microsoft Word for Windows .....	3

**Total Credits 6**

**PROGRAM TOTAL 30 CREDITS**

### Office Specialist Skills Certificate

This program is designed to help prepare students for today’s technologically driven work environment. The program combines instruction in the most commonly used computer software packages as well as the critical areas of business communication and time and project management. Individuals who are already employed may find that the certificate increases their opportunity for promotion.

This certificate can be used as a building block toward the achievement of the office specialist certificate or the associate degree in applied science in office administration. Successful completion of these courses will also provide the foundation for the Microsoft Office Specialist certification examination.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

#### SAMPLE SCHEDULE OF COURSES

##### First Year—Fall Semester

CIS 105	Computer Orientation.....	1
OIS 100*	Keyboarding 1 .....	2
OIS 195*	Time and Project Management .....	1
OIS 105*	Office Communication—Editing Skills .....	3
CIS 120*	Software Applications .....	3

**Total Credits 10**

##### First Year—Winter Semester

OIS 165*	Microsoft Word for Windows.....	3
CIS 122*	Microsoft Outlook .....	2
Elective	Select from the list below .....	2–3

**Total Credits 7–8**

**PROGRAM TOTAL 17–18 CREDITS**

#### ELECTIVES

BUS 204	Personal Finance .....	3
CIS 180*	Spreadsheet Applications— Current Software .....	3
HDS 110	Career Decision Making .....	2
OIS 185*	Business Presentation 1— Fundamental Concepts .....	3
OIS 255*	Office Procedures .....	2
OIS 265*	Advanced Microsoft Word for Windows .....	3

*\* Courses are part of the office specialist certificate and/or the office administration associate degree.*

*All courses may be applied toward the associate of general studies degree.*