

# PRIDE. CHALLENGE. ACHIEVEMENT.

CREDENTIAL YEAR 2017-18

## OFFICE INFORMATION SYSTEMS

### Credentials

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

### Major Description

Today, running an office takes more skills than ever before, and Schoolcraft's office information systems programs offer the technical, communication and leadership insight to prepare students as an office professional or administrative assistant. Students can earn an associate degree of applied science or two specialized certificates:

- Office Administration AAS Degree: This program helps students advance their career by enhancing their technical, communication and leadership management skills.
- Office Specialist Skills Certificate: This program combines instruction in commonly used computer software packages along with business communication and time and project management to help further a student's office career.
- Office Specialist Certificate: This program focuses on office application software and computers that are the center of today's business office, and prepares students for careers in a variety of office and administrative positions.

### National Media Salaries for Office Information Systems-related positions (source: US BLS)

Adm. Support Supervisor: \$41,144 (*Glassdoor.com*)

Medical Secretary: \$31,350

Information Processing Coordinator: \$37,240

Executive Secretary/Administrative Assistant: \$47,500

Legal Secretary: \$42,170

### Office Specialist Skills Certificate

Schoolcraft program code # CRT.00370

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

#### First Year—Winter Semester

OIS 100*	Keyboarding 1	2	OIS 165*	Microsoft Word for Windows	3
OIS 195*	Time and Project Management	1	CIS 122*	Microsoft Outlook	2
OIS 105*	Office Communication—Editing Skills	3	Elective	Select from list	2-3
CIS 120*	Software Applications	3		<b>Total Credits</b>	<b>7-8</b>
	<b>Total Credits</b>	<b>9</b>			

### PROGRAM TOTAL 16-17 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.



It is the policy of Schoolcraft College that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin, be subjected to discrimination during or be excluded from participating in or be denied the benefits of any program or activity or in employment.



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## Office Specialist Certificate

Schoolcraft program code # 1YC.00166

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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
	<b>Total Credits</b>	<b>11</b>

#### 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
	<b>Total Credits</b>	<b>13</b>

#### Second Year— Fall Semester

OIS 185	Business Presentation 1—Fundamental Concepts	3
OIS 265	Advanced Microsoft Word for Windows	3
	<b>Total Credits</b>	<b>6</b>

### PROGRAM TOTAL 30 CREDITS

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## Office Administration AAS Degree

Schoolcraft program code # AAS.00133

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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
	<b>Total Credits</b>	<b>14</b>

#### 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
	<b>Total Credits</b>	<b>14</b>

#### First Year—Spring/Summer Session

COMA 103	Fundamentals of Speech	3
	<b>Total Credits</b>	<b>3</b>

#### First 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
	<b>Total Credits</b>	<b>16</b>

#### First Year—Winter Semester

CIS 122	Microsoft Outlook	2
OIS 265	Advanced Microsoft Word for Windows	3
CIS 215	Advanced Software Applications	3
Science*	<i>Select any General Education Science course</i>	4
PSYCH 153	Human Relations	3
	<b>Total Credits</b>	<b>15</b>

### PROGRAM TOTAL 62 CREDITS

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\* 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.