

# Office Information Systems/Administrative Assistant, AAS

Award Granted: Associate in Applied Science in Office Information Systems/Administrative Assistant  
Credits/Contacts: 60/61

Major Code: 03/381  
CIP Code: 520401

## 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 such as communication, teamwork, customer service.

### General Education Requirements (Min 15 Credits)

- ENGL 101 - Rhetoric & Composition **Credits: 3**
- BUSN 177 - Mathematics of Business **Credits: 3**
- XXXX xxx - Social & Behavioral Science or Humanities Elective **Credits: 3**
- XXXX xxx - General Education Electives **Credits: 6**

### Program Requirements (Min 45 Credits)

- ACCT 100 - Practical Accounting **Credits: 4 OR**  
ACCT 101 - Accounting Principles I **Credits: 4**
- BUSN 105 - Professional Workplace Skills **Credits: 2**
- BUSN 195 - Business Communications **Credits: 3**
- CIS 101 - Computer Concepts & Apps **Credits: 4 #**
- CIS 123 - Microsoft PowerPoint **Credit: 1 #**
- CIS 125 - Business Technology Tools **Credits: 2#**
- CIS 130 - Spreadsheet Applications **Credits: 3 #**
- CIS 140 - Database Applications **Credits: 3 #**
- OIS 102 - Computer Keyboarding Skill Dev **Credit: 1**
- OIS 150 - Word Processing Apps **Credits: 4 + #**
- OIS 191 - Business English & Proofreading **Credits: 3**
- OIS 250 - Adv Word Processing Apps **Credits: 3 #**
- OIS 260 - Office Tech & Procedures **Credits: 4 #**

### Approved Electives (8 Credits)

- ACCT 105 - Accounting with Computers **Credits: 3**
- ACCT 110 - Payroll Accounting **Credits: 3**
- BUSN 160 - Introduction to Business **Credits: 3**
- BUSN 250 - Business Law I **Credits: 3**
- BUSN 253 - Marketing **Credits: 3**
- BUSN 264 - Social Media Marketing **Credits: 3**
- CIS 135 - Introduction to Cybersecurity **Credits: 2**
- CIS 210 - Web Page Design & Structure **Credits: 3**
- CIS 215 - Web Publishing **Credits: 3**
- HLTH 118 - Medical Terminology I **Credits: 3**
- OIS 170 - Elec Medical Office Records **Credits: 3**
- OIS 220 - Medical Insurance Billing **Credits: 3**
- OIS 230 - Medical Coding **Credits: 3**
- OIS 271 - OIS Internship Education **Credit: 1**
- OIS 272 - OIS Internship Education **Credit(s): 2**
- OIS 273 - OIS Internship Education **Credit(s): 3**

## **Suggested Sequences Per Semester**

### **First Semester**

- BUSN 105 - Professional Workplace Skills **Credits: 2**
- CIS 101 - Computer Concepts & Apps **Credits: 4 +**
- CIS 123 - Microsoft PowerPoint **Credit: 1 #**
- OIS 102 - Computer Keyboarding Skill Dev **Credit: 1**
- OIS 150 - Word Processing Apps **Credits: 4 + #**
- OIS 191 - Bus English & Proofreading **Credits: 3 +**

First Semester Total - Credit(s): 15 | Contacts: 16

### **Second Semester**

- BUSN 177 - Mathematics of Business **Credits: 3\***
- CIS 125 - Business Technology Tools **Credits: 2#**
- ENGL 101 - Rhetoric & Composition **Credits: 3**
- OIS 250 - Adv Word Processing Apps **Credits: 3 #**
- XXXX xxx - General Education Elective **Credits: 3**

Second Semester Total - Credit(s): 14 | Contacts: 14

### **Third Semester**

- ACCT 100 - Practical Accounting **Credits: 4 OR**  
ACCT 101 - Accounting Principles I **Credits: 4**
- BUSN 195 - Business Communications **Credits: 3**
- CIS 140 - Database Applications **Credits: 3 #**
- XXXX xxx - Social & Behavioral Science or Humanities  
Elective **Credits: 3**
- XXXX xxx - Approved Elective **Credits: 3**

Third Semester Total - Credit(s): 16 | Contacts: 16

### **Fourth Semester**

- CIS 130 - Spreadsheet Applications **Credits: 3 #**
- OIS 260 - Office Technology & Procedures **Credits: 4#**
- XXXX xxx - Approved Electives **Credits: 5**
- XXXX xxx - General Education Elective **Credits: 3**

Fourth Semester Total - Credit(s): 15 | Contacts: 15

**NOTES:** \* MATH 105, MATH 107, MATH 110, or MATH 210 also accepted.

# 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.

Internships & Co-ops may require student to pass a criminal background check.