

# Palomar College Catalog 2009-2010

## Office Information Systems (OIS)

Contact the Business Administration Department for further information.  
(760) 744-1150, ext. 2488  
Office: B-18

### Associate in Arts Degrees -

AA Degree requirements are listed in Section 6 (green pages).

- Administrative Assistant
- International Administrative Assistant
- Legal Secretary
- Medical Language Specialist
- Medical Office Management

### Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Administrative Assistant
- International Administrative Assistant
- Legal Secretary
- Medical Language Specialist
- Medical Office Management

### Certificates of Proficiency -

Certificate of Proficiency requirements are listed in Section 6 (green pages).

- Data Entry
- Receptionist
- Virtual Assistant

## PROGRAMS OF STUDY

### Administrative Assistant

This program is designed to prepare the student for an administrative support office position in business and industry.

A Certificate of Achievement and/or an AA degree will be awarded to students who successfully complete the requirements listed below.

#### A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
BUS 105 Bookkeeping Fundamentals	4
BUS 105L Bookkeeping Electronic Spreadsheet Lab	.5
BUS 110 Business Mathematics	3
BUS 125 Business English	3
BUS 175 Excel Basic	1
BUS 180 Access for Business	1
BUS 185 PowerPoint for Business	1
BUS 186/R CSIS 130 Microsoft Publisher	1
BUS 190 Internet for Business	1
BUS 195 Microsoft Office Integration	1
OIS 103 Advanced Keyboarding	1
OIS 115 Filing and Records Management	1
OIS 120 Intro to Office Information Systems	3
OIS 136.2 Word Intermediate	1
OIS 136.3 Word Advanced	1
OIS 205 Office Procedures	3
OIS 230 Secretarial Machine Transcription	1
CE 100 Cooperative Education	1,2,3,4
Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>	<b>28.5 - 31.5</b>

Recommended Electives: BUS 187, BUS 188, 205

Credit for Certified Professional Secretary (CPS) Certification:  
Individuals who hold a certificate as a Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) may apply to the Business Administra-

tion/Office Information Systems Department for units toward an Administrative Assistant Associate of Arts Degree. The units granted, with a grade of "CR", will be posted to the student's transcript upon completion of the remaining A.A. degree requirements. Students must provide evidence of successful completion of the CPS or CAP certification.

### Data Entry

Provides a program to prepare the student for an entry-level data entry position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

#### CERTIFICATE OF PROFICIENCY

Program Requirements	Units
OIS 101 Beginning Keyboarding	2
OIS 108 Data Entry Skills I	1
OIS 109 Data Entry Skills II	1
OIS 115 Filing and Records Management	1
OIS 136.1 Word Basic	1
OIS 136.2 Word Intermediate	1
Demonstrate the ability to key from average copy at a minimum speed of 10,000 strokes per hour with an error rate not to exceed 0.5%	0
<b>TOTAL UNITS</b>	<b>7</b>

### International Administrative Assistant

This program is designed to prepare the student for entry-level office work in a bilingual business environment.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

#### A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
IBUS 100 Intro to Int'l Business and Management	3
IBUS 105 International Marketing	3
IBUS 110 Cultural Environment/Int'l Business	3
BUS 125 Business English	3
BUS 175 Excel Basic	1
BUS 180 Access for Business	1
BUS 185 PowerPoint for Business	1
BUS 190 Internet for Business	1
OIS 102 Intermediate Keyboarding	2
OIS 115 Filing and Records Management	1
OIS 120 Intro to Office Information Systems	3
OIS 136.1 Word Basic	1
OIS 136.2 Word Intermediate	1
OIS 205 Office Procedures	3
CE 100 Cooperative Education	1,2,3,4
Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>	<b>28 - 31</b>

Recommended Electives: BUS 186/R CSIS 130, BUS 188, 205

### Legal Secretary

Provides a program to prepare the student for entry-level legal office work.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

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## A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
BUS 125	Business English	3
BUS 205	Business Writing	3
OIS 102	Intermediate Keyboarding	2
OIS 103	Advanced Keyboarding	1
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 210	Law Office Procedures I	3
OIS 232.1	Legal Machine Transcription Basic	1
OIS 232.2	Legal Machine Transcription Advanced	1
LS 121	Introduction to Law	3
CE 100	Cooperative Education	1-4
	Demonstrate the ability to type 60 net words per minute for five minutes with 5 errors of less	0
<b>TOTAL UNITS</b>		<b>24 - 27</b>

Recommended Electives: BUS 105, 110, 115, 175, 180, 185; LS/PLS 245

Credit for California Certified Legal Secretary (CCLS) Certification: Individuals who hold a certificate as a California Certified Legal Secretary (CCLS) may apply to the Business Administration Department for units toward a Legal Secretary A.A. Degree. The units granted, with a grade of "CR," will be posted to the student's transcript upon completion of the remaining Associate of Art's degree. Eligibility for the units will be determined by the Office Information Systems staff, extension 2498. Students must provide evidence of successful completion of the California Certified Legal Secretary.

### Medical Language Specialist

Prepares students for entry-level employment as a medical transcriptionist by providing the basic knowledge, understanding, and skills required to transcribe health-care dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

## A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
MA 55	Medical Terminology and Anatomy	3
MA 56	Medical Terminology and Anatomy	3
BUS 125	Business English	3
OIS 102	Intermediate Keyboarding	2
OIS 103	Advanced Keyboarding	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 220	Medical Transcription Procedures	3
OIS 231.1	Medical Machine Transcription I	1
OIS 231.2	Medical Machine Transcription II	1
OIS 231.3	Medical Machine Transcription III	1
OIS 231.4	Medical Machine Transcription IV	1
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type at least 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>25 - 28</b>

### Medical Office Management

Provides preparation for a career as an assistant office manager in a medical setting. This certificate is the capstone program for students who have successfully completed a certificate program in Medical Office Specialist, Medical Administrative Assistant, or Medical Assisting.

## A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
ACCT 108	Managerial Accounting	4
BUS 117	Legal Environment of Business	3
BMGT 110	Human Resource Management	3
BMGT 115	Organizational Theory and Design	5
BMGT 125	Introduction to Labor Relations	3
BMGT 130	Management/Leadership Issues	3
OIS 225	Managing the Medical Office	3
<b>TOTAL UNITS</b>		<b>22</b>

Recommended Electives: BUS 186 /R CSIS 130, BUS 188

### Receptionist

This program is designed to prepare the student for an entry-level receptionist position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

## CERTIFICATE OF PROFICIENCY

Program Requirements		Units
BUS 175	Excel Basic	1
BUS 190	Internet for Business	1
OIS 102	Intermediate Keyboarding	2
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic	1
OIS 136.2	Word Intermediate	1
OIS 205	Office Procedures	3
	Demonstrate the ability to type at least 45 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>13</b>

### Virtual Assistant

Prepares students to develop a business as a Virtual Assistant, defined as an independent entrepreneur providing administrative, creative, and/or technical services to clients in a virtual environment.

In order to earn this certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses. It is assumed that students possess strong written and oral communication skills, advanced keyboarding skills, and basic computer knowledge.

## CERTIFICATE OF PROFICIENCY

Program Requirements		Units
BMGT 105	Small Business Management	3
BUS 138	Business Ethics	2
BUS 155	Marketing	3
BUS 171	Word for Business - Advanced	1
BUS 175	Excel Basic	1
BUS 180	Access for Business	1
BUS 185	PowerPoint for Business	1
BUS 186/ R CSIS 130	Publisher for Business	1
BUS 190	Internet for Business	1
OIS 125	Creating the Virtual Office	3
	Demonstrate the ability to type a minimum of 50 net words per minute for five minutes with five errors or less	0
<b>TOTAL UNITS</b>		<b>17</b>

Recommended Electives: BMGT 130; BUS 105, 115, 142, 150, 176, 177, 187; OIS 205