



Wayne  
County  
Community  
College  
District

# Office Information Systems: Office Specialist

## PAY

The median annual wage for office specialists (also referred to as secretaries and administrative assistants) was \$37,870 in May 2017.

## JOB OUTLOOK

Overall employment of office specialists/assistants is expected to decline 5 percent from 2016 to 2026. Among specialties, medical secretary is the only occupation that is expected to have much-faster-than-average employment growth. This is driven by the rapid growth of the healthcare industry. Overall, the majority of job openings will result from the need to replace workers who leave these occupations.

*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, August 2018, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/ooh/office-and-administrative-support/secretaries-and-administrative-assistants.htm>*

## ABOUT THE PROGRAM

The Office Information Systems Office Specialist Associate of Applied Science degree and College Certificate programs are designed to prepare students for a variety of certifications in the computer related industries. Students currently employed in this field can obtain the skills needed to advance in management positions within their field.

## WHAT DO OFFICE SPECIALISTS DO?

Office specialists perform routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, and support other staff. Additionally, they work with a variety of different computer based applications (Word, Excel, PowerPoint, Access, etc.).

## WHERE DO THEY WORK?

Although office specialists work in nearly every industry, many are concentrated in schools, hospitals, government agencies, and legal and medical offices. Most work in comfortable office settings. Virtual assistants typically work from a home office.



## Recommended Sequence of Courses

### OIS: Office Specialist:

#### College Certificate

CR. No.	COURSE TITLE	CREDITS
<b>SEMESTER 1</b>		
BUS 150	Introduction to Business . . . . .	3
OIS 227	Desktop Publishing I . . . . .	3
BUS 225	Computer Applications in Business . . . . .	3
BUS 240	Business Communication . . . . .	3
OIS 280	Office Administration and Professional Development . . . . .	3
<b>SEMESTER TOTAL</b> . . . . .		<b>15</b>

#### **SEMESTER 2**

OIS 228	Desktop Publishing I . . . . .	3
OIS 251	Microsoft Word Specialist . . . . .	3
OIS 252	Microsoft Excel Specialist . . . . .	3
OIS 253	Microsoft PowerPoint Specialist . . . . .	3
OIS 254	Microsoft Access Specialist . . . . .	3
<b>SEMESTER TOTAL</b> . . . . .		<b>15</b>
<b>CERTIFICATE TOTAL</b> . . . . .		<b>30</b>

*Note: Certificate total hours may not include prerequisites.*

### OIS: Office Specialist:

#### Associate of Applied Science Degree (A.A.S.)

CR. No.	COURSE TITLE	CREDITS
<b>SEMESTER 1</b>		
ENG 119	English I . . . . .	3
BUS 225	Computer Applications in Business . . . . .	3
BUS 150	Introduction to Business . . . . .	3
SPH 101	Fundamentals of Speech . . . . .	3
MAT 113	Intermediate Algebra . . . . .	3
<b>SEMESTER TOTAL</b> . . . . .		<b>15</b>

#### **SEMESTER 2**

OIS 227	Desktop Publishing I . . . . .	3
OIS 280	Office Administration and Professional Development . . . . .	3
PS 101	American Government . . . . .	3
Elective:	Social Science . . . . .	3
Elective:	English . . . . .	3
<b>SEMESTER TOTAL</b> . . . . .		<b>15</b>

#### **SEMESTER 3**

OIS 251	Microsoft Word Specialist . . . . .	3
OIS 252	Microsoft Excel Specialist . . . . .	3
OIS 228	Desktop Publishing II . . . . .	3
BUS 240	Business Communication . . . . .	3
Elective:	. . . . .	3
<b>SEMESTER TOTAL</b> . . . . .		<b>15</b>

#### **SEMESTER 4**

OIS 253	Microsoft PowerPoint Specialist . . . . .	3
OIS 254	Microsoft Access Specialist . . . . .	3
Elective:	Natural Science w/Lab . . . . .	4
Elective:	Humanities . . . . .	3
Elective:	Other . . . . .	3
<b>SEMESTER TOTAL</b> . . . . .		<b>16</b>

**A.A.S. PROGRAM TOTAL** . . . . . **61**

*Note: Program total hours may not include prerequisites.*