



Wayne
County
Community
College
District

Office Information Systems: E-Business

PAY

The median annual wage for administrative assistants was \$39,850 in May 2019.

JOB OUTLOOK

Overall employment of administrative assistants is expected to decline 7 percent from 2018 to 2028. Among specialties, medical secretary/administrative assistant 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, May 2020, 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 E-Business Associate of Applied Science degree and College Certificate programs are designed to prepare students for successful careers as administrative assistants in an E-Business environment. The program will prepare students to be proficient in the use of advanced computer programs, decision-making responsibilities, and prepare them to manage a business website.

Students in E-Business develop a breadth of knowledge related to

developing an e-business, including business-to business (B2B) and business to customer (B2C) initiatives, and an understanding of the key e-business technologies. Students are introduced to a variety of topics including assessing technical infrastructure requirements, understanding the impact of evolving legal and regulatory issues, strategies for obtaining funding, management, marketing and selling.

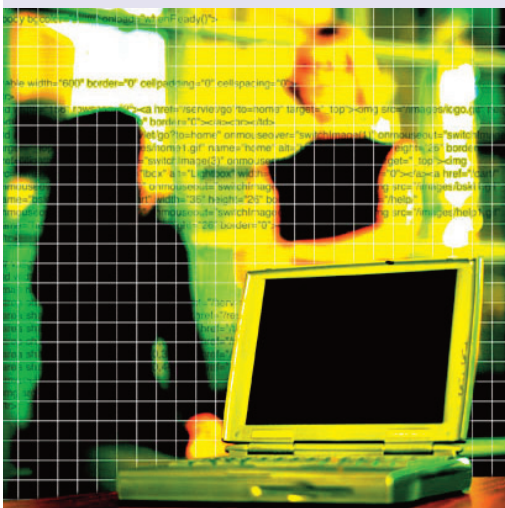


WHAT DO ADMINISTRATIVE ASSISTANTS IN AN E-BUSINESS ENVIRONMENT DO?

Administrative assistants perform routine clerical and organizational tasks. They organize files, draft messages, schedule appointments, and support other staff. Administrative assistants perform a variety of clerical and organizational tasks that are necessary to run an organization efficiently. They use computer software to create spreadsheets, compose messages, manage databases, and produce presentations, reports, and documents. They also may negotiate with vendors, buy supplies, manage stockrooms or corporate libraries, and get data from various sources.

WHERE DO THEY WORK?

Although administrative assistants 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: E-Business: Short-Term Certificate

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
BUS 150	Introduction to Business	3
CIS 110	Introduction to Computer Information Systems	4
CIS 241	Internet Foundations	4
BL 201	Business Law I	4
SEMESTER TOTAL		15

SEMESTER 2

BUS 228	Internet Web Page Design for Business Applications	3
CIS 250	E-Commerce Strategies and Practices	3
MGT 205	Principles of Management	3
MKT 200	Principles of Marketing	3
SEMESTER TOTAL		12
CERTIFICATE TOTAL		27

Note: Certificate total hours may not include prerequisites.

OIS: E-Business: Associate of Applied Science Degree (A.A.S.)

CR. No.	COURSE TITLE	CREDITS
<u>SEMESTER 1</u>		
ENG 119	English I	3
CIS 110	Introduction to Computer Information Systems	4
BUS 150	Introduction to Business	3
SPH 101	Fundamentals of Speech	3
MAT 113	Intermediate Algebra	3
SEMESTER TOTAL		16

SEMESTER 2

CIS 241	Internet Foundations	4
BUS 225	Computer Applications in Business	3
MGT 205	Principles of Management	3
PS 101	American Government	3
Elective:	English	3
SEMESTER TOTAL		16

SEMESTER 3

BUS 228	Internet Web Page Design for Business Applications	3
BL 201	Business Law I	4
Elective:	Social Science	3
Elective:	Other	3
Elective:	Humanities	3
SEMESTER TOTAL		16

SEMESTER 4

CIS 250	E-Commerce Strategies and Practices	3
MKT 200	Principles of Marketing	3
Elective:	Natural Science w/Lab	4
Elective:	Other	3
SEMESTER TOTAL		13

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

Note: Program total hours may not include prerequisites.