

OFFICE ADMINISTRATION Information Processing Specialist

2007-2008

The Information Processing Specialist Program is designed to prepare students with the skills necessary to enter the office support service of government, business, and industry. Students will gain competency in word processing, spreadsheet, database and desktop publishing applications. This program shares many of the same courses as the Office Administration Administrative Assistant degree, but includes more information processing courses. Upon completion of the program, the student will have the ability to meet the demands of the office.

REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREE:

Recommended Course Sequence:

First Semester (Fall):

			<u>Units</u>
BUAD→*	166	Business English (F/S)	3
CIS	1	Computer Literacy Workshop (F/S)	3
CIS	70	Windows-I (F/S)	1
OAS▶	51	Keyboarding I-Beginning Typing (F/S) OR	
OAS	91	Word for Windows-I (F/S)	1-3
OAS	64	Computerized Ten-Key (F/S)	0.5
OAS	157	Office Procedures (F/S)	3

Second Semester (Spring):

BUAD→*	106	Business Mathematics (F/S)	3
CIS	10	Excel for Windows I (F/S)	1
CIS	11	Excel for Windows II (F/S)	1
CIS	80	Internet Basics (F/S)	1
OAS*	52	Keyboarding II-Intermediate Typing (F/S)	3
OAS	92	Word for Windows II (F/S)	1
OAS*	93	Word for Windows III (F/S)	1
OAS	171	Proofreading Skills (F/S)	2
		General Education	3

Third Semester (Fall):

BUAD→	45	Human Relations on the Job (F/S)	3
CIS	20	Access for Windows I (F/S)	1
CIS*	21	Access for Windows II (F/S)	1
OAS	58	Word Processing Transcription (F/S)	3
OAS	94	PowerPoint (F/S)	1
OAS	166	Records Management (F/S)	2
		General Education	3
		Any Elective	2.5-4.5

Fourth Semester (Spring):

BUAD*	66	Business Communications (F/S)	3
CIS	81	Web Design -Front Page I (S)	1
OAS	80	Outlook (I)	1
OAS	96	Integrated Computer Applications (S)	2
		General Education	6

Highly Recommended Electives:

OAS	63	Voice Recognition Software (F/S)	1
OAS	152	Keyboarding for Speed and Accuracy (F/S)	0.5

→ Indicates a CORE Course in the semester sequence * Course has a prerequisite

▶ Upon completion of OAS 51 with a grade of "C" or higher, OAS 91 is not necessary. If you are proficient in keyboarding, you may be able to take OAS 91 in lieu of OAS 51. See your counselor if you think you might qualify.

**Associate in Science
Degree
Requirements**

Unit Requirement:
60 semester units

Scholarship Requirement:
Overall GPA of 2.0

Residence Requirement:
Last 12 semester units or a minimum of 48 total semester units must be completed in residence at Shasta College

Course Requirement:
Complete specific occupational major requirements (see left)

General Education:
Complete 21 units of general education coursework (general ed may overlap with major course work-see counselor for details)

Major	43.5-45.5 Units
Additional General Education	12 Units
Electives	2.5-4.5 Units
TOTAL	60 Units

Business, Technology, Family and Consumer Sciences (530) 225-4645

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Redding, CA 96003
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"F" (Fall) and "S" (Spring) indicate which semester a course is usually offered. "I" indicates course may not be offered every year. Subject to change. Check the current class schedule.

(For reference only)