Associate in Business Degree:
Office Information Systems

You, as a student, are responsible for meeting requirements for your curriculum. Your advisor is available for consultation. At least 12 of these credit hours must be taken at MMCC.

A minimum of 68 credits is required to complete this program.

Prerequisite to Program: OIS 140 (3) Beginning Word Processing/Keyboarding OR equivalent OR concurrent enrollment.

LEVEL I General Education Requirements: CIS 100, MAT, ENG 111 and SPE 101-or-SPE 257

FIRST SEMESTER (Fall) - 15 credit hours

- OIS 120 (3) Office Mathematics (1)
- CIS 100 (3) Intro to Information Processing Systems * (3)
- OIS 164 (3) Business Communications I (17)
- ENG 111 (3) Freshman English Composition (2)
- SPE 101 (3) Fundamentals of Communication OR (1)
- SPE 257 (3) Public Speaking

SECOND SEMESTER (Winter) - 18 credit hours

- BUS 151 (3) Introduction to Business Issues (1)
- BUS 153 (3) Business Law (1)
- CIS 130 (3) Applications With Microcomputers (4)
- OIS 136 (3) Terminology and Proofreading (5)
- OIS 142 (3) Intermediate Word Processing/Keyboarding (6)
- OIS 200 (3) Advanced Word Processing Applications (7)

LEVEL II General Education Requirements: Humanities, Science, Social Sciences

THIRD SEMESTER (Fall) - 18 credit hours

- OIS 230 (3) Transcription I (8)
- OIS 240 (3) Advanced Word Processing/Keyboarding (9)
- OIS 250 (3) Records Management (10)
- OIS 264 (3) Business Communications II (12)
- HUM 200 (3) Modernity & Culture (15)
- SCI 200 (3) Science, Technology & Society (15)

FOURTH SEMESTER (Winter) - 17 credit hours

- ACC 201 (4) Financial Accounting (11)
- OIS 234 (3) Transcription II (13)
- OIS 254 (3) Office Procedures (14)
- OIS 260 (4) Co-op (General) (16)
- SSC 200 (3) The Social Sciences & Contemporary America (15)

* OIS 130 is highly recommended for the Office Information Systems, Legal Secretary, Medical Secretary, and Medical Assistant programs. However, it is an acceptable substitute if students have already taken CIS 100.

@ PREREQUISITES

1. No prerequisites
2. Competency OR a grade of “C” or better in ENG 101 OR equivalent
3. OIS 100 OR knowledge of keyboarding. Corequisite: OIS 140
4. CIS 100
5. OIS 164, ENG 111 (may be corequisite)
6. OIS 140 OR equivalent
7. OIS 140 OR equivalent, OIS 130 recommended
8. ENG 111, OIS 130, OIS 136, OIS 142, OIS 164
9. ENG 111, OIS 136, OIS 142, OIS 200
10. CIS 100, OIS 140 OR equivalent
11. OIS 120 for Office Information Systems students only
12. ENG 111, OIS 140, SPE 101, and CIS 100 or CIS 130 or OIS 130
13. OIS 200, OIS 230, OIS 240
14. OIS 230, OIS 240
15. LEVEL I General Ed: CIS 100, MAT, ENG 111 and SPE 101-or-SPE 257
16. Completed the first three semesters AND approval of Instructor and MMCC Co-op Coordinator to be placed in a training site.
17. Recommend concurrent enrollment in OIS 140 OR OIS 100 OR knowledge of correct keyboarding techniques.