

OFFICE SYSTEMS & APPLICATIONS



DEGREE AND CERTIFICATES

EFFECTIVE SPRING 2007—SUMMER 2011



For information about OSA programs, related careers, job opportunities, and faculty, visit the IMS website at:
www.morainevalley.edu/ims

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Information Management Systems Department

www.morainevalley.edu/ims

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Office Systems and Applications



Welcome!

We're so glad that you are interested in pursuing an education in the field of Office Systems and Applications!

Whether you are interested in pursuing a degree or certificate or are looking to renew or develop a new skill set, the Information Management Systems Department has a variety of courses from which to select. We take tremendous pride in offering our students classes that cover the most up-to-date technologies in our state-of-the-art computer labs.

Please take some time to review our degrees, certificates, and course offerings; and if you have any questions, please ask your teacher, a coordinator, or the IMS department chair, Michelle August.

Information Management Systems Department

The Information Management Systems Department is comprised of four distinct areas: Management Information Systems, Information Management Systems, Office Systems Applications, and Computer Science. Depending on the degree or certificate you are pursuing, you may take courses in one, two, three, or all four of these areas.

Visit our website at <http://www.morainevalley.edu/ims> to obtain more information about our talented faculty, careers in Office Systems and Applications, and up-to-date course information.

Questions?

If you have any questions about our courses, certificates, or degrees, we are always happy to help. Contact one of the IMS faculty members about the area of study that interests you.

Packet Information

If you are a New Student:

This is your packet!

If you are a new student or a student who started classes spring 2007, this is your packet. You will need to follow the requirements outlined for the degree or certificate that you wish to pursue. Included in this packet is a schedule of course offerings so that you can map out your plan of study.

Current Students:

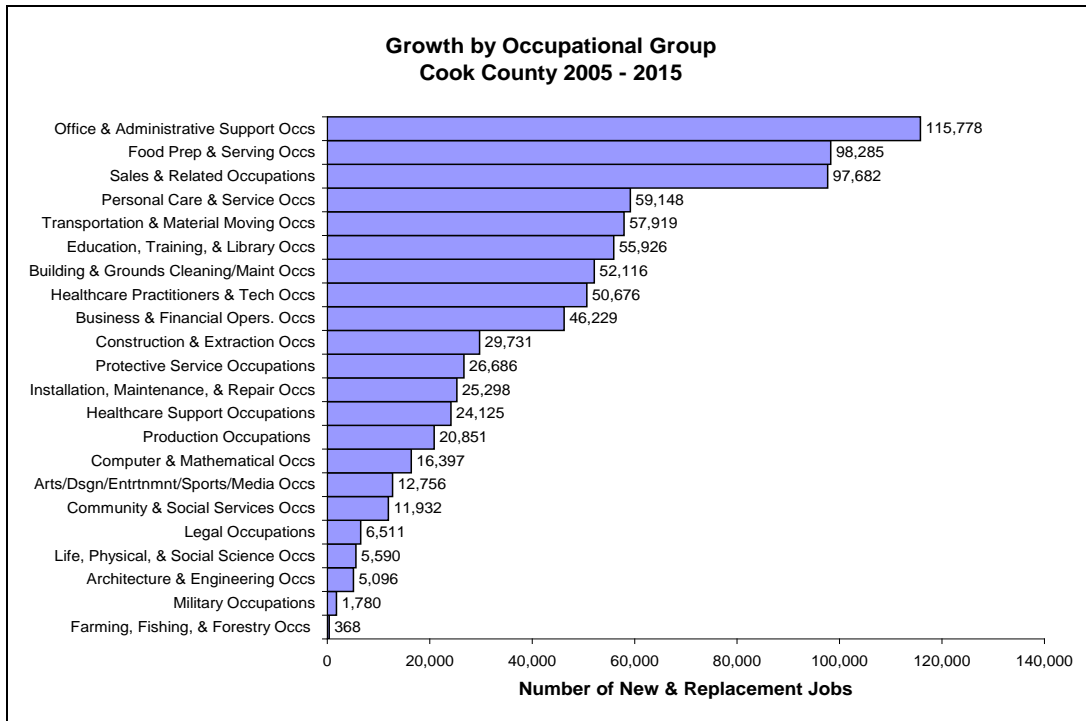
If you are a current student who started before spring 2007, you may use this packet or you may use the packet that was current when you started taking courses to chart out your plan of study for the degree or certificate you would like to pursue.

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Office and Administrative Support Professionals—In Demand!

The Cook County economy will require more than 3 million workers by the year 2015 with more than 820,000 workers filling new or replacement jobs. Job growth between 2005 – 2015 is shown below by occupational group.



Throughout 2015 the largest growth will occur within the Office and Administrative Support occupational group followed by Food Preparation and Serving, Sales & Related Occupations, Personal Care & Service Occupations, and Transportation & Material Moving Occupations.

The Office and Administrative Support occupational group consists of a variety of occupations including:

- Supervisors, Office & Admin Support Workers
- Communications Equipment Operators
- Secretaries & Administrative Assistants
- Material Recording, Scheduling, Dispatching & Distributing Occupations
- Financial Clerks
- Information & Record Clerks

For more information on preparing for these positions, contact the following:

Jane Corradetti	708-974-5463	Corradetti@morainevalley.edu
Carol Straka	708-974-5712	Straka@morainevalley.edu
Michelle August	708-974-5622	August@morainevalley.edu

**Information Management Systems
Course Offering Schedule
Fall 2010 – Summer 2012**

Legend:	D = Daytime
	E = Evening
	W = Weekend
	OL = Online
	H = Hybrid
	WDN = Withdrawn due to low enrollment

Course	Fall 10	Spring 11	Summer 11	Fall 11	Spring 12	Summer 12
CSC 140	D	D	D/E	D	D	D/E
CSC 240		D			D	
IMS 100	D/E/W	D/E/W	D/E	D/E/W	D/E/W	D/E
IMS 101	D/E/OL	D/E/OL	D/E/OL	D/E/OL	D/E/OL	D/E/OL
IMS 115	D/E/W/OL	D/E/W/OL	D/E/OL	D/E/W/OL	D/E/W/OL	D/E/OL
IMS 215	OL	E		OL	E	
MIS 105	D/E/OL	D/E/OL	E	D/E/OL	D/E/OL	E
MIS 108	D/E	D/E	E	D/E	D/E	E
MIS 111	D/E/OL	D/E/OL	OL	D/E/OL	D/E/OL	OL
MIS 120	OL			OL		
MIS 121		E			E	
MIS 123	E/OL	E/OL		E/OL	E/OL	
MIS 139		E	OL		E	OL
MIS 141	OL	E	OL	OL	E	OL
MIS 146	D/E	D/E		D/E	D/E	
MIS 154	E			E		
MIS 160			OL			OL
MIS 176	E			E		
MIS 197		OL			OL	
Special Topics courses may be offered if sufficient student interest is expressed. The following are possible topics:						
MIS 199						
MIS 200	Advanced PHP – E	Mobile Apps – E				
MIS 210		E			E	
MIS 220					OL	
MIS 221	Contact Steve Mastej for information about this course (Mastej@morainevalley.edu)					
MIS 239	E			E		
MIS 241	E	OL		E	OL	
MIS 251		E			E	
MIS 254		E			E	
MIS 259	E			E		
MIS 261	Contact Ed Martig for information about this course (Martig@morainevalley.edu)					
MIS 264	Contact Ed Martig about this course (Martig@morainevalley.edu)					
MIS 276		E			E	
MIS 283	E			E		
MIS 284	Withdrawn – Contact Larry Langellier for information about this course (Langellier@morainevalley.edu).					
MIS 285		E			E	
MIS 286		E			E	
MIS 287	Withdrawn – Contact Dawn Patitucci for information about this course (Patitucci@morainevalley.edu)					
MIS 289	E			E		
MIS 291	E			E		
MIS 292		OL			E	
MIS 295		OPEN			OPEN	
MIS 296	Withdrawn – Please contact Ed Martig for information (Martig@morainevalley.edu)					
MIS 297		E			E	
MIS 298	E			E		

IMS Course Offering Schedule

Course	Fall 10	Spring 11	Summer 11	Fall 11	Spring 12	Summer 12
OSA 100	D/E	D/E	D/E	D/E	D/E	D/E
OSA 102	E	D		E	D	
OSA 103	D/E	D/H		D/E	D/H	
OSA 104	D/E	D/E	E	D/E	D/E	E
OSA 116	E	E		E	E	
OSA 122	E/OL	D/E		D/E	E/OL	
OSA 125	H			H		
OSA 135		E			E	
OSA 138				E		
OSA 145	E/OL	E/OL		E/OL	E/OL	
OSA 225		H			E	
OSA 230	E	H		E	H	
OSA 232	E			E		
OSA 234	E			E		
OSA 235		E			E	
OSA 236		E			E	
OSA 238					E	
OSA 243		H			H	
OSA 246		E			E	
OSA 249	E			E		
OSA 250	E			E		
OSA 252		E			E	
OSA 255	E			E		
OSA 257	D/OL	E		OL	E	
OSA 258		OPEN			OPEN	
OSA 260	H			H		
OSA 275	Withdrawn – Contact Dawn Patitucci for information about this course (Patitucci@morainevalley.edu).					

Legend:

- H = Hybrid Offering (Most of the course is online, some campus meetings required)
- D = Daytime Offering
- E = Evening Offering
- W = Weekend Offering
- OL = Online Offering
- WDN = Withdrawn due to low enrollment

Faculty and Students Please Note: This schedule was created in good faith, based on past and predicted enrollments, to assist students in the planning of their coursework. If circumstances change regarding curriculum, this schedule may need to be altered!

Here are names and e-mail addresses of faculty members who can assist you with questions:

Nancy Woodard (IMS Program Coordinator) Woodard@morainevalley.edu

Carol Straka (OSA Program Coordinator) Straka@morainevalley.edu

Jane Corradetti (OSA Internship Coordinator) Corradetti@morainevalley.edu

Ed Martig (MIS Program Coordinator and MIS Internship Coordinator) Martig@morainevalley.edu

Michelle August, IMS Department Chairperson, August@morainevalley.edu

Office Systems and Applications
A.A.S. Degree
Curriculum Code 1257

This program prepares students for office-related positions such as administrative assistant, executive assistant, and office manager. Average salaries in the Chicago area range from \$27,380 for junior administrative assistants to \$45,880 for senior office managers. The applicant's skills, work experience, and professionalism will have a direct effect on earnings potential. See areas of specialization below.

Program prerequisite: Keyboarding skill of 26 net words per minute. Students who need to reach this skill level may enroll in OSA 100, Keyboarding I.

General Education – 16 Credit hours as follows:

BUS 120 or MTH 120 (transfer students) (3 credits)

COM 101, Composition I (3 credits)

COM 103, Speech Fundamentals (3 credits)

Select 4 credits from BIO, CHM, EAS, GEL, NAT, PHS, PHY

Select 3 credits from ANT, ECO, GEO, HIS PSC, PSY, SOC, SSC, ART, FRE, GER, HUM, JPN, LIT, MUS, PHI, SPA, THE

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Required Career Courses - 30 credits as follows:

Course Code	Course Name	Credit Hours	
IMS 115	Introduction to PC Applications	3	
MIS 111	Internet Technologies	3	
MIS 146	Operating Systems	3	
OSA 103	Office Language Skills	3	
OSA 122	Electronic Spreadsheets	3	
OSA 145	PC Word Processing	3	
OSA 230	Business Presentations	3	
OSA 249	Accounting for Office Professionals	3	
OSA 257	Database Management	3	
OSA 258	Internship	3	30

Concentrations

Students may select Administrative Assistant, Legal Office Assistant, Medical Secretary, Desktop Publishing Specialist, Web Design Assistant, PC Applications Help Desk Specialist, or Office Administrator.

Administrative Assistant (18 Credit Hours)

Required Special Career Courses – 15 credits as follows:

OSA 102	Document Formatting	3	
*OSA 104	Keyboarding Speed and Accuracy	1	
*May need to be repeated. Minimum skill level recommended for employment: 50 wpm			
OSA 243	Business Writing	2	
OSA 246	PC Applications Integration	3	
OSA 250	Records Management	2	
OSA 255	Administrative Office Procedures	3	
OSA 260	Seminar	1	

Electives--select at least 3 credit hours

BUS 100	Introduction to Business	3	
LSC 110	Meeting Planning	3	
MIS 141	Web Page Authoring and Publishing	3	
OSA 116	Outlook	1	
OSA 232	Desktop Publishing	3	
OSA 234	Introduction to PC Graphics	3	
OSA 275	PC Applications for Power Users	3	18

Desktop Publishing Specialist (18 Credit Hours)

Required Special Career Courses – 18 credits as follows:

MIS 141	Web Page Authoring and Publishing	3	
OSA 125	Introduction to Website Design	3	
OSA 232	Desktop Publishing	3	
OSA 234	Introduction to PC Graphics	3	
OSA 235	Desktop Publishing Applications	3	
OSA 236	PC Graphics Applications	3	

Electives--None

18

Legal Office Assistant (18 Credit Hours)

Required Special Career Courses – 15 credits as follows:

BUS 110	Legal Environment	3	
OSA 102	Document Formatting	3	
*OSA 104	Keyboarding Speed and Accuracy	1	
*May need to be repeated. Minimum skill level recommended for employment: 60 wpm			
OSA 246	PC Applications Integration	3	
OSA 250	Records Management	2	
OSA 252	Legal Terminology and Procedures	3	

Electives--select at least 3 credit hours

BUS 136	Business Law	3	
OSA 116	Outlook	1	
OSA 232	Desktop Publishing	3	
OSA 243	Business Writing	2	
OSA 260	Seminar	1	18

Medical Secretary (18 Credit Hours)

Required Special Career Courses – 18 credits as follows:

MRT 105	Beginning Medical Transcription	3	
MRT 110	Medical Terminology	3	
MRT 111	Health Information Management	4	
OSA 102	Document Formatting	3	
*OSA 104	Keyboarding Speed and Accuracy	1	
*May need to be repeated. Minimum skill level recommended for employment: 60 wpm			
OSA 116	Outlook	1	
OSA 255	Administrative Office Procedures	3	

Electives--None

18

Office Administrator (18 Credit Hours)

Required Special Career Courses – 15 credits as follows:

BUS 226	Business Ethics	3
BUS 231	Principles of Management	3
OSA 246	PC Applications Integration	3
OSA 255	Administrative Office Procedures	3
PSY 201	Human Relations in Organizations	3

Electives—select at least 3 credit hours

BUS 100	Introduction to Business	3
LSC 110	Meeting Planning	3
MIS 141	Web Page Authoring and Publishing	3
OSA 116	Outlook	1
OSA 232	Desktop Publishing	3
OSA 234	Introduction to PC Graphics	3
OSA 275	PC Applications for Power Users	3
		18

PC Applications Help Desk Specialist (18 Credit Hours)

Required Special Career Courses – 18 credits as follows:

LAN 111	IT Hardware Essentials	3
MIS 121	Networking for Business	3
OSA 246	PC Applications Integration	3
OSA 275	PC Applications for Power Users	3
PSY 201	Human Relations in Organizations	3

Electives--select at least 3 credit hours

BUS 100	Introduction to Business	3
MIS 105	Programming Principles	3
MIS 141	Web Page Authoring and Publishing	3
OSA 116	Outlook	1
OSA 232	Desktop Publishing	3
OSA 234	Introduction to PC Graphics	3
OSA 243	Business Writing	2
		18

Web Design Assistant (18 Credit Hours)

Required Special Career Courses – 15 credits as follows:

MIS 141	Web Page Authoring and Publishing	3
OSA 125	Introduction to Website Design	3
OSA 135	Website Applications	3
OSA 234	Introduction to PC Graphics	3
OSA 236	PC Graphics Applications	3

Electives -- Select at least 3 credit hours

MIS 105	Programming Principles	3
MIS 241	Advanced Web Page Authoring	3
OSA 232	Desktop Publishing	3
OSA 246	PC Applications Integration	3
		18

Total Credit Hours

64

**Receptionist/Office Assistant
Certificate
Curriculum Code #1214**

This program prepares students for positions as receptionists and office assistants. Students learn proper techniques and procedures for greeting visitors, handling incoming calls, sorting and routing incoming materials, and performing general administrative duties. Filing, document formatting, and language skills are emphasized. Average salaries in the Chicago area range from \$24,500 to \$29,008. Salaries in the suburbs are typically lower.

Program prerequisite: keyboarding skill of 26 nwpm. Students who need to reach this skill level may enroll in OSA 100.

Course Code	Course Name	Credit Hours
IMS 100	Personal Computer Basics	1
IMS 115	Introduction to PC Applications	3
MIS 108	Internet Basics	1
OSA 102	Document Formatting	3
OSA 103	Office Language Skills	3
*OSA 104	Keyboarding Speed and Accuracy	1
*May need to be repeated. Minimum skill level recommended for employment: 50 wpm		
OSA 116	Outlook	1
OSA 250	Records Management	2
OSA 255	Administrative Office Procedures	3
OSA 260	Seminar	1

Total Credit Hours

19

**PC Applications Help Desk
Certificate
Curriculum Code #1311**

Students acquire hardware and software knowledge and customer service skills necessary to troubleshoot and resolve basic PC and applications problems. They may provide assistance concerning the use of computer hardware and software including printing, installing hardware and software, application programs, electronic mail, and operating systems. Students are strongly encouraged to earn A+, i-Net+, and Microsoft Office Specialist certifications.

Job prospects should be best for college graduates who are up to date with the latest skills and technologies, particularly if they have supplemented their formal education with some relevant work experience. Employers will continue to seek computer specialists who possess a strong background in fundamental computer skills, combined with good interpersonal and communication skills. Starting pay rates range from \$12 to \$15 per hour.

Program prerequisite: keyboarding skill of 35 nwpm.

OSA 116, OSA 122, OSA 145, OSA 230, OSA 246, and OSA 257 prepare students for MOS (Microsoft Office Specialist) certification testing. MIS 111 prepares students for CompTIA's i-NET+ certification testing.

Course Code	Course Name	Credit Hours
IMS 115	Introduction to PC Applications	3
LAN 111	IT Hardware Essentials	3
MIS 111	Internet Technologies	3
MIS 121	Networking for Business	3
MIS 146	Operating Systems	3
OSA 116	Outlook	1
OSA 122	Electronic Spreadsheets	3
OSA 145	PC Word Processing	3
OSA 230	Business Presentations	3
OSA 246	PC Applications Integration	3
OSA 257	Database Management	3
PSY 201	Human Relations in Organizations	3

Total Credit Hours

34

**Desktop Publishing and Graphics
Certificate
Curriculum Code 1312**

This certificate is designed for the experienced computer user who has strong skills in Microsoft Windows navigation and computer application packages. It is appropriate for students who have earned a degree previously or who can prove substantial work experience. Students who are interested in beginning a career in graphics or desktop publishing and who do not possess these prerequisite skills should meet with the department chair or coordinator to plan appropriate course selections. Average salaries in the Chicago area range from \$22,890 to \$40,210. Job prospects are best in the city, and salaries are directly related to the applicant's skill level and experience.

Course Code	Course Name	Credit Hours
OSA 225	Microsoft Publisher	3
OSA 232	Desktop Publishing	3
OSA 234	Introduction to PC Graphics	3
OSA 235	Desktop Publishing Applications	3
OSA 236	PC Graphics Applications	3
Total Credit Hours		15

**Administrative Assistant
 Certificate
 Curriculum Code #1315**

This program prepares students for positions as administrative assistants and executive assistants. Average salaries in the Chicago area range from \$27,380 for junior administrative assistants to \$38,628 for executive assistants.

Program prerequisite: keyboarding skill of 26 nwpm. Students who need to reach this skill level may enroll in OSA 100.

Course Code	Course Name	Credit Hours
IMS 115	Introduction to PC Applications	3
MIS 146	Operating Systems	3
OSA 102	Document Formatting	3
OSA 103	Office Language Skills	3
*OSA 104	Keyboarding Speed and Accuracy	1
*May need to be repeated. Minimum skill level recommended for employment: 50 wpm		
OSA 122	Electronic Spreadsheets	3
OSA 145	PC Word Processing	3
OSA 230	Business Presentations	3
OSA 246	PC Applications Integration	3
OSA 249	Accounting for Office Professionals	3
OSA 255	Administrative Office Procedures	3
OSA 257	Database Management	3
		34

Electives (Select at least 2 credit hours from the following)

BUS 100	Introduction to Business	3
LSC 110	Meeting Planning	3
MIS 111	Internet Technologies	3
MIS 141	Web Page Authoring and Publishing	3
OSA 116	Outlook	1
OSA 232	Desktop Publishing	3
OSA 234	Introduction to PC Graphics	3
OSA 243	Business Writing	2
OSA 250	Records Management	2
OSA 258	Internship	3
OSA 260	Seminar	1
OSA 275	PC Applications for Power Users	3
		2

Total Credit Hours
36

**Legal Office Assistant
 Certificate
 Curriculum Code #1316**

This program prepares students for positions as administrative assistants in a legal office. Graduates are skilled in office applications with an emphasis on legal terminology and procedures. Average salaries for legal assistants (legal secretaries) in the Chicago area range from \$32,000 to \$44,950. Legal assistants must possess a high degree of professionalism as well as superior keyboarding, word processing, and language skills.

Program prerequisite: keyboarding skill of 26 nwpm. Students who need to reach this skill level may enroll in OSA 100.

Course Code	Course Name	Credit Hours
BUS 110	Legal Environment	3
IMS 115	Introduction to PC Applications	3
MIS 111	Internet Technologies	3
MIS 146	Operating Systems	3
OSA 102	Document Formatting	3
OSA 103	Office Language Skills	3
*OSA 104	Keyboarding Speed and Accuracy	1
*May need to be repeated. Minimum skill level recommended for employment: 60 wpm		
OSA 145	PC Word Processing	3
OSA 243	Business Writing	2
OSA 246	PC Applications Integration	3
OSA 250	Records Management	2
OSA 252	Legal Terminology and Procedures	3
OSA 260	Seminar	1

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Electives (Select at least 3 credit hours from the following)

BUS 136	Business Law	3
OSA 116	Outlook	1
OSA 122	Electronic Spreadsheets	3
OSA 133	Speedwriting	3
OSA 230	Business Presentations	3
OSA 249	Accounting for Office Professionals	3
OSA 257	Database Management	3
OSA 258	Internship	3

3

Total Credit Hours

36

**Website Designer
Certificate
Curriculum Code #1434**

This certificate is designed for the computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in Website design and who do not possess these prerequisite skills should meet with the department chair or coordinator to plan appropriate course selection.

Required Career Courses – 30 credit hours as follows:

Course Code	Course Name	Credit Hours
MIS 105	Programming Principles	3
MIS 111	Internet Technologies	3
MIS 123	Database Design	3
MIS 141	Web Page Authoring and Publishing	3
MIS 241	Advanced Web Page Authoring	3
OSA 125	Introduction to Website Design	3
OSA 135	Website Applications	3
OSA 234	Introduction to PC Graphics	3
OSA 236	PC Graphics Applications	3
MIS 297	Data-Driven Websites	3
Total Credit Hours		30

**Microsoft Office Specialist
Certificate
Curriculum Code #1456**

This program is appropriate for any individual who wishes to become proficient in microcomputer applications to further advance his or her current position or to open doors to new opportunities in the workplace. This certificate may be applied to the Administrative Assistant certificate as well as the A.A.S. degree in Office Systems and Applications. Students pursuing certificates and degrees in business should consider this certificate as well. Courses in this certificate prepare students for Microsoft Office Specialist certification. For more information, visit www.morainevalley.edu/ims/mos.htm.

Program prerequisites: keyboarding skill of 26 nwpm. Students who need to reach this skill level should enroll in OSA 100, Keyboarding I. Students with little or no knowledge of microcomputers should also enroll in IMS 100, Personal Computer Basics.

Course Code	Course Name	Credit Hours
IMS 115	Introduction to PC Applications	3
OSA 116	Outlook	1
OSA 122	Electronic Spreadsheets	3
OSA 145	PC Word Processing	3
OSA 225	Microsoft Publisher	3
OSA 230	Business Presentations	3
OSA 246	PC Applications Integration	3
OSA 257	Database Management	3

Total Credit Hours

22

**Medical Secretary
Certificate
Curriculum Code #1318**

This program prepares students for administrative assistant positions in medical offices or in health-related industries. Students gain knowledge of administrative and receptionist duties, medical transcription, and data entry. They will be prepared to produce reports, schedule appointments, answer telephones, and interact with vendors and patients. Familiarity with medical terminology, filing procedures, and computer applications is included.

Program prerequisite: keyboarding skill of 26 nwpm. Students who need to reach this skill level may enroll in OSA 100.

Course Code	Course Name	Credit Hours
IMS 115	Introduction to PC Applications	3
MRT 105	Beginning Medical Transcription	3
MRT 110	Medical Terminology	3
MRT 111	Health Information Management	4
OSA 102	Document Formatting	3
OSA 103	Office Language Skills	3
*OSA 104	Keyboarding Speed and Accuracy	1
*May need to be repeated. Minimum skill level recommended for employment: 50 wpm		
OSA 116	Outlook	1
OSA 122	Electronic Spreadsheets	3
OSA 145	PC Word Processing	3
OSA 230	Business Presentations	3
OSA 255	Administrative Office Procedures	3
OSA 260	Seminar	1

Total Credit Hours

34

Data Entry
Certificate
Curriculum Code #1317

This program prepares students to utilize a keyboard to enter data from source documents into a computer, with students completing tasks such as entering alphabetic, numeric, or symbolic keystrokes. Students learn to compile, sort, and verify the accuracy of data to be entered. Keyboarding accuracy is stressed.

Course Code	Course Name	Credit Hours
OSA 100	Keyboarding	3
*OSA 104	Keyboarding Speed and Accuracy	1
*May need to be repeated. Minimum skill level recommended for employment: 40 nwpm		
IMS 115	Introduction to PC Applications	3

Total Credit Hours**7**

Business Skills Certificate
Curriculum Code: #1423

This certificate provides students with opportunities to develop the most important basic skills needed in virtually all work places today. Students develop an understanding of business theory, accounting fundamentals, the most common PC applications, and essential Internet skills. Students may complete beginning-level or higher-level coursework in accounting and Internet technologies to qualify for this certificate, depending on requirements in other certificates or degrees they are pursuing.

Required Career Courses – 9 credit hours as follows:

Course	Name	Credit Hours
BUS 100	Introduction to Business	3
BUS 107	Fundamentals of Accounting	2
OR BUS 142	Financial Accounting	4
OR OSA 249	Accounting for Office Professionals	3
IMS 115	Introduction to PC Applications	3
MIS 108	Internet Basics	1
OR MIS 111	Internet Technologies	<u>3</u>
Total Credit Hours:		9 - 13