

# Information Management Systems - OSA



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## Office Systems and Applications

(Effective August 17, 2015)

### A.A.S. Degree

#### Concentrations:

Administrative Assistant  
Graphics and Desktop Publisher  
Help Desk Specialist  
Legal Office Assistant  
Medical Secretary  
Office Manager  
Web Design Assistant

### Certificates:

Data Entry  
Receptionist/Office Assistant  
Administrative Assistant  
Small Database Administrator  
Database Administration Skills  
Microsoft Office Specialist  
Legal Office Assistant  
Medical Secretary  
Graphics and Desktop Publisher  
Website Designer  
Multimedia Designer  
Help Desk Specialist  
Business Skills

# 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.

## *The IMS 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.

## *Packet Information*

### **If you are a New Student:**

#### **This is your packet!**

If you are a new student or a student who started classes in fall 2015, 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 fall 2015, 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.

## *Course Registration*

Register early before classes are canceled! Classes with low enrollment are canceled one week before the semester begins.

## *Graduation Petition Deadlines*

All students pursuing an associate's degree or certificate must petition for graduation by the appropriate deadline indicated below:

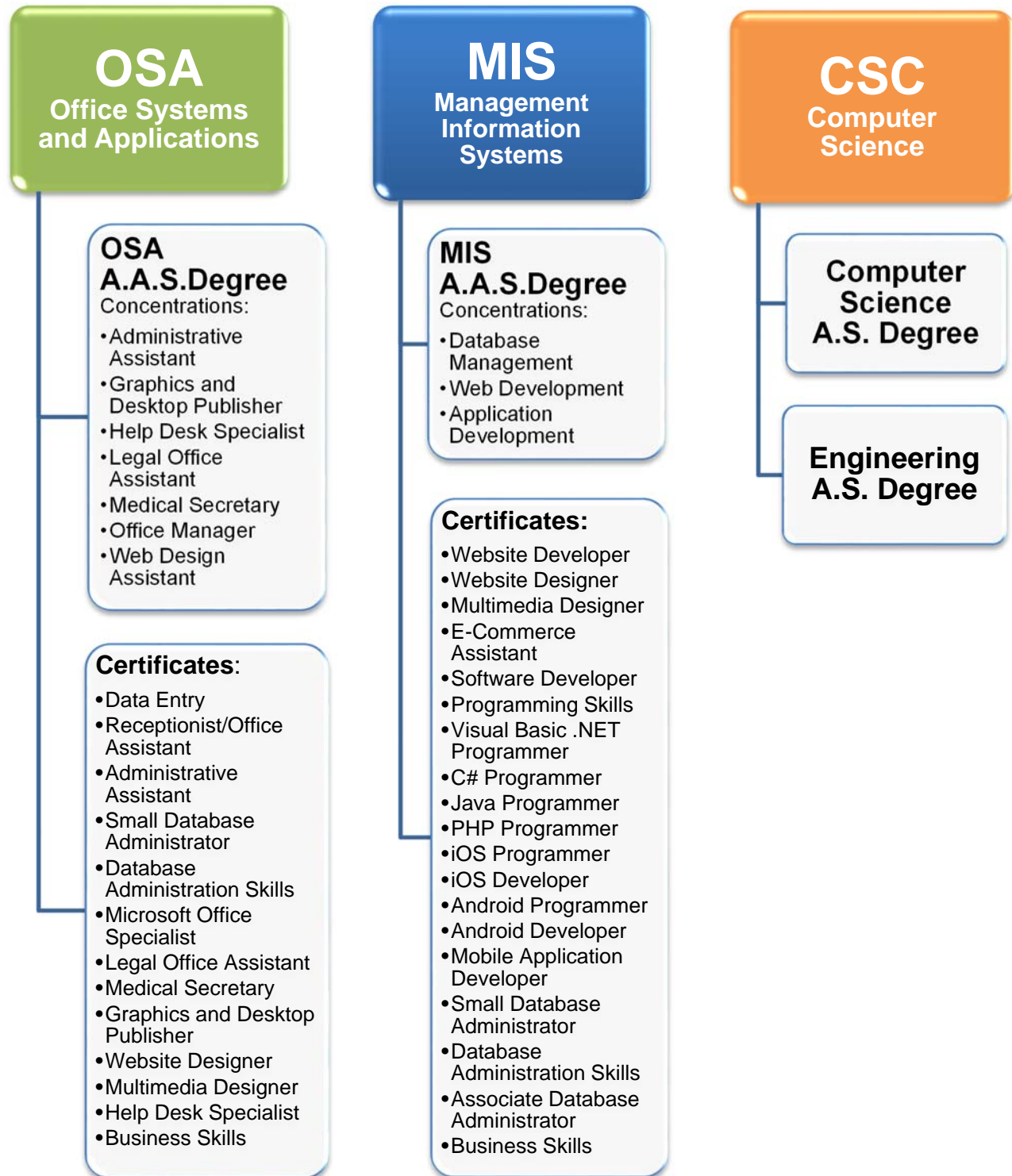
|                            |              |
|----------------------------|--------------|
| Spring graduation (May)    | February 1   |
| Summer graduation (August) | June 1       |
| Fall graduation (December) | September 15 |

## *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.

# Information Management Systems

The IMS Department is divided into three areas—OSA, MIS, and CSC.  
There are two curriculum packets—the **OSA Packet**, and the **MIS & CSC Packet**.  
In each packet are the specific course requirements for each degree and certificate.



For more information, navigate to [www.morainevalley.edu/ims](http://www.morainevalley.edu/ims). Students pursuing certificates and degree programs prior to August 17, 2015, may continue the programs in place at the time they enrolled. For questions and more information, contact a program coordinator.

## Course → Certification Roadmap

| Course(s)                            | Certification the Course Helps Prepare for*                     |
|--------------------------------------|---|
| IMS 101 ▲                            | IC3   |
| IMS 215                              | Microsoft Office Specialist Access, Excel, PowerPoint, and Word |
| MIS 111 ▲                            | CIW Internet Business Associate (1D0-61A)                       |
| MIS 254, MIS 239, <b>and</b> MIS 123 | MTA Software Development Fundamentals (98-361)                  |
| MIS 121 ▲                            | MTA Networking Fundamentals (98-366)                            |
| MIS 146 ▲                            | MTA Mobility and Devices Fundamentals (98-368)                  |
| MIS 292                              | MTA Database Administration Fundamentals (98-364)               |
| MIS 141, MIS 241, <b>and</b> OSA 125 | MTA HTML5 Application Development Fundamentals (98-375)         |
| MIS 285                              | MTA Software Development Fundamentals (98-361)                  |
| OSA 236                              | ACA Visual Communication using Adobe Photoshop                  |
| OSA 135                              | ACA Web Authoring using Adobe Dreamweaver                       |
| OSA 138                              | ACA Video Communication using Adobe Premiere                    |
| OSA 234                              | ACA Graphic Design & Illustration using Adobe Illustrator       |
| OSA 235                              | ACA Print & Digital Media Publication using Adobe InDesign      |
| OSA 122 ▲                            | Microsoft Office Specialist Excel                               |
| OSA 116 ▲                            | Microsoft Office Specialist Outlook                             |
| OSA 145 ▲                            | Microsoft Office Specialist Word                                |
| OSA 230                              | Microsoft Office Specialist PowerPoint                          |
| OSA 257 ▲                            | Microsoft Office Specialist Access                              |
| OSA 249                              | Intuit QuickBooks Certified User                                |
| MIS A.A.S. Degree                    | COMMON Business Computing Associate                             |

★ With use of test-specific training provided with the course when available

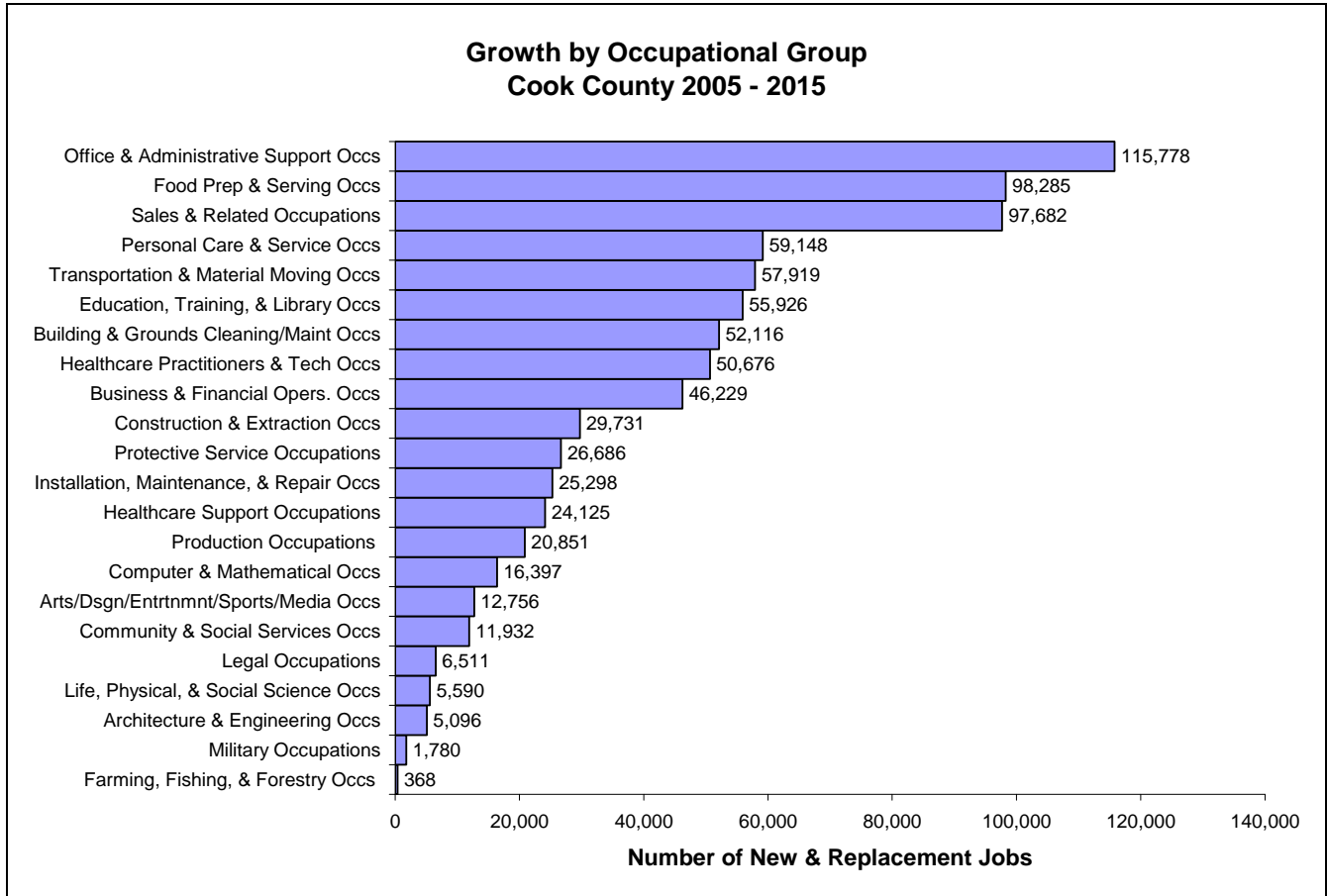
▲ Certification can count as a proficiency credit for these courses only. Paperwork must be filed and fee paid.



**Questions? Contact Carol Boyle, Certification Coordinator**  
[boylec@morainevalley.edu](mailto:boylec@morainevalley.edu) or (708) 974-5444

## 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

Source: CCbenefits, Inc. ([www.ccbenefits.com](http://www.ccbenefits.com))

# MIS Database Administration Path

**SMALL DATABASE ADMINISTRATOR:**  
Skills to Build and Administer a Single-user Database  
\*This certificate aligns to the MOS Access exam.  
*IMS115 & OSA257; Total: 6 CR HRS*



**DATABASE ADMINISTRATION SKILLS:**  
Foundational Skills in Database Design and Administration  
\*This certificate aligns to the MTA Database Administration Fundamentals exam.  
*Above + MIS 123 & 292; Total: 12 CR HRS*



**ASSOCIATE DATABASE ADMINISTRATOR:**  
Database Design and Management Skills; Emphasis on Database Design Principles,  
Structured Query Language, and Database Administration  
*Above + MIS105 or CSC140, MIS291, & MIS294; Total: 18 CR HRS*



**MIS ASSOCIATE IN APPLIED SCIENCE DEGREE (A.A.S.)**  
*Total: 64 CR HRS*

**IMS Course Offering Schedule**

**Information Management Systems  
Course Offering Schedule  
Fall 2015 – Summer 2017**

|                |                                       |
|----------------|---------------------------------------|
| <b>Legend:</b> | D = Daytime                           |
|                | E = Evening                           |
|                | W = Weekend                           |
|                | OL = Online                           |
|                | H = Hybrid                            |
|                | WDN = Withdrawn due to low enrollment |

| Course   | Fall 15  | Spring 16                     | Summer 16 | Fall 16  | Spring 17 | Summer 17 |
|--|--|-------------------------------|-----------|----------|-----------|-----------|
| CSC 140  | D/OL/H   | D/OL/H                        | D/OL      | D/OL/H   | D/OL/H    | D/OL      |
| CSC 240  |  | D                             |           |          | D         |           |
| IMS 100  | D/E  | D/E                           | D/E       | D/E      | D/E       | D/E       |
| IMS 101  | D/OL   | D/OL                          | E/OL      | E        | D/OL      | E/OL      |
| IMS 108  | D  | E                             |           | D        | E         |           |
| IMS 115  | D/E/OL/H   | D/E/OL/H                      | D/E/OL    | D/E/OL/H | D/E/OL/H  | D/E/OL    |
| IMS 215  |  | E                             |           |          | E         |           |
| MIS 105  | D/E/OL   | D/E/OL                        | E         | D/E/OL   | D/E/OL    | E         |
| MIS 111  | H/E/OL   | D/H/OL                        | OL        | H/E/OL   | D/H/OL    | OL        |
| MIS 120  |  |                               |           |          |           |           |
| MIS 121  |  | E                             |           |          | E         |           |
| MIS 123  | E/OL   | E/OL                          |           | E/OL     | E/OL      |           |
| MIS 124  | E  |                               |           | E        |           |           |
| MIS 126  | E  | A                             |           | E        | A         |           |
| MIS 139  |  | H                             | OL        |          | H         | OL        |
| MIS 141  | OL   | E                             | OL        | OL       | E         | OL        |
| MIS 142  |  | H                             |           |          | H         |           |
| MIS 146  | E  | E                             | E         | E        | E         | E         |
| MIS 154  | E  |                               |           | E        |           |           |
| MIS 160  |  |                               | OL        |          |           | OL        |
| MIS 176  | E  |                               |           | E        |           |           |
| MIS 197  |  |                               |           |          |           |           |
| Special Topics courses (199/200) may be offered if sufficient student interest is expressed. |  |                               |           |          |           |           |
| MIS 199  | Object-Oriented CSS  | TBA                           |           |          |           |           |
| MIS 200  | Foundations of SW Testing  | Foundations of IBM i on Power | TBA       |          |           |           |
| MIS 210  |  | E                             |           |          | E         |           |
| MIS 220  |  |                               |           |          |           |           |
| MIS 224  |  | E                             |           |          | E         |           |
| MIS 226  |  | E                             |           |          | E         |           |
| MIS 239  | H  |                               |           | H        |           |           |
| MIS 241  | E  | OL                            |           | E        | OL        |           |
| MIS 242  |  | H                             |           |          | H         |           |
| MIS 251  |  |                               |           |          |           |           |
| MIS 254  |  | E                             |           |          | E         |           |
| MIS 259  |  |                               |           |          |           |           |
| MIS 261  | Contact Ed Martig for information about these courses (Martig@morainevalley.edu) |                               |           |          |           |           |
| MIS 264  |  |                               |           |          |           |           |
| MIS 276  |  | E                             |           |          | E         |           |
| MIS 283  | E  |                               |           | E        |           |           |
| MIS 285  |  | H                             |           |          | H         |           |
| MIS 286  | Contact Ed Martig for information about these courses (Martig@morainevalley.edu) |                               |           |          |           |           |
| MIS 289  |  |                               |           |          |           |           |
| MIS 291  | E  |                               |           | E        |           |           |
| MIS 292  | OL   | E                             |           | OL       | E         |           |
| MIS 294  | E  |                               |           | E        |           |           |
| MIS 295  |  | OPEN                          |           |          | OPEN      |           |
| MIS 297  |  | E                             |           |          | E         |           |
| MIS 298  |  |                               |           |          |           |           |

*IMS Course Offering Schedule*

| Course  | Fall 15 | Spring 16 | Summer 16 | Fall 16 | Spring 17 | Summer 17 |
|---------|---------|-----------|-----------|---------|-----------|-----------|
| OSA 100 | D/E     | D/E       | E         | D/E     | D/E       | E         |
| OSA 102 | E       | D         |           | E       | D         |           |
| OSA 103 | D/E     | D         |           | D/E     | D         |           |
| OSA 104 | D/E     | D/E       | E         | D/E     | D/E       | E         |
| OSA 116 | E       | E         | E         | E       | E         | E         |
| OSA 122 | D/E     | E/OL      |           | D/E     | E/OL      | E         |
| OSA 125 | H       |           |           | H       |           |           |
| OSA 135 |         | E         |           |         | E         |           |
| OSA 138 | E       |           |           | E       |           |           |
| OSA 145 | E       | OL        | E         | E       | OL        |           |
| OSA 225 |         | H         |           |         | H         |           |
| OSA 230 | E       | H         |           | E       | H         |           |
| OSA 232 | E       | E         |           | E       | E         |           |
| OSA 234 | E       |           |           | E       |           |           |
| OSA 235 |         | E         |           |         | E         |           |
| OSA 236 |         | E         |           |         | E         |           |
| OSA 238 |         | E         |           |         | E         |           |
| OSA 243 |         | E         |           |         | E         |           |
| OSA 246 |         | E         |           |         | E         |           |
| OSA 249 | E       | D         |           | E       | D         |           |
| OSA 250 | E       |           |           | E       |           |           |
| OSA 252 |         | E         |           |         | E         |           |
| OSA 255 | E       |           |           | E       |           |           |
| OSA 257 | OL      | E         |           | OL      | E         |           |
| OSA 258 |         | OPEN      |           |         | OPEN      |           |
| OSA 260 | H       |           |           | H       |           |           |

**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

**Cathi Predl** (OSA Program Coordinator and Internship Coordinator) Predl@morainevalley.edu

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

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



**Office Systems and Applications**  
**AAS Degree**  
**Curriculum Code 1257**

This program prepares students for careers in administrative support and first-line supervision. Depending upon a student's area of concentration, graduates will qualify for positions as administrative assistant, legal office assistant, medical secretary, graphics and desktop publisher, web design assistant, office manager, or help desk specialist.

Students completing this program are expected to possess excellent keyboarding, proofreading, and document formatting skills; advanced computer application skills; strong communication skills; broad administrative support skills; excellent interpersonal skills; flexibility; and professionalism. Students completing this program may be expected to supervise lower-level clerical staff.

Students with work experience and advanced skills should contact the program coordinator for assessment and course substitution information. Students without prerequisite skills are expected to take the necessary additional courses. An important feature of this program is the internship/seminar component that provides on-the-job training and offers the student new to the field an opportunity to work in and evaluate a professional setting. The employer also can evaluate the student for possible full-time employment upon graduation. Students wishing to enroll in the internship/seminar should contact the internship coordinator prior to enrollment.

**Program prerequisite: Keyboarding skill of 26 net words per minute by touch. Students who need to reach this skill level should enroll in OSA 100, Keyboarding & Basic Formatting.**

**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

16

**Required Career Courses - 30 credits as follows:**

| <b>Course Code</b> | <b>Course Name</b>                   | <b>Credit Hours</b> |
|--------------------|--------------------------------------|---------------------|
| IMS 115            | Microsoft Office I                   | 3                   |
| MIS 111            | Internet Technologies                | 3                   |
| MIS 146            | Operating Systems                    | 3                   |
| OSA 103            | Office Language Skills               | 3                   |
| OSA 122            | Microsoft Excel                      | 3                   |
| OSA 145            | Microsoft Word                       | 3                   |
| OSA 230            | Microsoft PowerPoint & Presentations | 3                   |
| OSA 249            | QuickBooks for Office Professionals  | 3                   |
| OSA 257            | Microsoft Access                     | 3                   |
| OSA 258            | Internship                           | 3                   |

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## Concentrations

Students may select Administrative Assistant, Graphics & Desktop Publisher, Help Desk Specialist, Legal Office Assistant, Medical Secretary, Office Manager, or Web Design Assistant as an area of concentration.

### **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 |  |
| <i>*May need to be repeated. Minimum skill level recommended for employment: 50 wpm</i> |                                  |   |  |
| OSA 243   | Business Writing                 | 2 |  |
| OSA 246   | Microsoft Office 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 | Fundamentals of Meeting Planning     | 3 |           |
| MIS 141 | Website Development: HTML & CSS      | 3 |           |
| OSA 116 | Microsoft Outlook                    | 1 |           |
| OSA 225 | Microsoft Publisher                  | 3 |           |
| OSA 232 | Introduction to Adobe Creative Suite | 3 | <b>18</b> |

### **Graphics & Desktop Publisher (18 credit hours)**

Required Special Career Courses – 18 credits as follows:

|         |                                      |   |  |
|---------|--------------------------------------|---|--|
| MIS 141 | Website Development: HTML & CSS      | 3 |  |
| OSA 125 | Introduction to Website Design       | 3 |  |
| OSA 232 | Introduction to Adobe Creative Suite | 3 |  |
| OSA 234 | Adobe Illustrator                    | 3 |  |
| OSA 235 | Adobe InDesign                       | 3 |  |
| OSA 236 | Adobe Photoshop                      | 3 |  |

Electives--None

**18**

### **Help Desk Specialist (18 credit hours)**

Required Special Career Courses – 15 credits as follows:

|         |                               |   |  |
|---------|-------------------------------|---|--|
| COM 203 | Interpersonal Communication   | 3 |  |
| LAN 103 | Security Awareness            | 1 |  |
| LAN 111 | IT Essentials – A+            | 3 |  |
| LAN 121 | Network Essentials – Network+ | 3 |  |
| LAN 122 | Network Services              | 4 |  |
| OSA 116 | Microsoft Outlook             | 1 |  |

Electives--select at least 3 credit hours

|         |                                      |   |           |
|---------|--------------------------------------|---|-----------|
| LAN 112 | Managing IT – A+                     | 3 |           |
| OSA 232 | Introduction to Adobe Creative Suite | 3 | <b>18</b> |

**Legal Office Assistant (18 credit hours)**

Required Special Career Courses – 16 credits as follows:

|  |                                  |   |  |
|--|----------------------------------|---|--|
| BUS 136  | Business Law                     | 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  | Microsoft Office Integration     | 3 |  |
| OSA 252  | Legal Documents and Terminology  | 3 |  |
| OSA 255  | Administrative Office Procedures | 3 |  |

Electives--select at least 2 credit hours

|         |                                      |   |           |
|---------|--------------------------------------|---|-----------|
| OSA 116 | Microsoft Outlook                    | 1 |           |
| OSA 225 | Microsoft Publisher                  | 3 |           |
| OSA 232 | Introduction to Adobe Creative Suite | 3 |           |
| OSA 243 | Business Writing                     | 2 |           |
| OSA 250 | Records Management                   | 2 |           |
| OSA 260 | Seminar                              | 1 | <b>18</b> |

**Medical Secretary (18 credit hours)**

Required Special Career Courses – 18 credits as follows:

|   |                                  |   |  |
|---|----------------------------------|---|--|
| *MRT 105  | Beginning Medical Transcription  | 3 |  |
| *Contact Cathi Predl for a substitution for this class as it is no longer offered as of May 2015. |                                  |   |  |
| 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: 50 wpm                  |                                  |   |  |
| OSA 116   | Microsoft Outlook                | 1 |  |
| OSA 255   | Administrative Office Procedures | 3 |  |

Electives--None

**18**

**Office Manager (18 credit hours)**

Required Special Career Courses – 15 credits as follows:

|         |                                  |   |  |
|---------|----------------------------------|---|--|
| BUS 100 | Introduction to Business         | 3 |  |
| BUS 231 | Principles of Management         | 3 |  |
| LSC 110 | Fundamentals of Meeting Planning | 3 |  |
| MIS 210 | Project Management               | 3 |  |
| OSA 255 | Administrative Office Procedures | 3 |  |

Electives--select at least 3 credit hours

|         |                                      |   |           |
|---------|--------------------------------------|---|-----------|
| MIS 141 | Website Development: HTML & CSS      | 3 |           |
| OSA 116 | Microsoft Outlook                    | 1 |           |
| OSA 232 | Introduction to Adobe Creative Suite | 3 |           |
| OSA 243 | Business Writing                     | 2 |           |
| OSA 246 | Microsoft Office Integration         | 3 | <b>18</b> |

**Web Design Assistant (18 credit hours)**

Required Special Career Courses – 18 credits as follows:

|         |                                      |   |
|---------|--------------------------------------|---|
| MIS 141 | Website Development: HTML & CSS      | 3 |
| OSA 125 | Introduction to Website Design       | 3 |
| OSA 135 | Website Applications                 | 3 |
| OSA 232 | Introduction to Adobe Creative Suite | 3 |
| OSA 234 | Adobe Illustrator                    | 3 |
| OSA 236 | Adobe Photoshop                      | 3 |

Electives--None

**18**

**Total Credit Hours (degree)**

**64**

# CERTIFICATES

Several of our certificate programs are “stackable,” which means they build upon one another. If you complete one certificate program, you may need only a few more courses to complete another certificate program!

**Data Entry**  
**Receptionist/Office Assistant**  
**Administrative Assistant**

**Small Database Administrator**  
**Database Administration Skills**  
**Microsoft Office Specialist**

**Legal Office Assistant**

**Medical Secretary**

**Graphics and Desktop Publisher**  
**Website Designer**  
**Multimedia Designer**

**Help Desk Specialist**

**Business Skills Certificate**



**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.

| <b>Course Code</b>   | <b>Course Name</b>             | <b>Credit Hours</b> |
|--|--------------------------------|---------------------|
| OSA 100  | Keyboarding & Basic Formatting | 3                   |
| *OSA 104   | Keyboarding Speed and Accuracy | 1                   |
| <b>*May need to be repeated. Minimum skill level recommended for employment: 40 nwpm</b> |                                |                     |
| IMS 115  | Microsoft Office I             | 3                   |

**Total Credit Hours****7**

**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.

**Program prerequisite: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level should enroll in OSA 100, *Keyboarding & Basic Formatting*.**

| <b>Course Code</b>  | <b>Course Name</b>               | <b>Credit Hours</b> |
|---|----------------------------------|---------------------|
| IMS 100   | Personal Computer Basics         | 1                   |
| IMS 115   | Microsoft Office I               | 3                   |
| *IMS 108  | Internet Basics                  | 1                   |
| <b>or</b> **MIS 111   | Internet Technologies            | 3                   |
| OSA 102   | Document Formatting              | 3                   |
| OSA 103   | Office Language Skills           | 3                   |
| *OSA 104  | Keyboarding Speed and Accuracy   | 1                   |
| <b>*May need to be repeated. Minimum skill level recommended for employment: 50 wpm</b> |                                  |                     |
| OSA 116   | Microsoft Outlook                | 1                   |
| OSA 250   | Records Management               | 2                   |
| OSA 255   | Administrative Office Procedures | 3                   |
| OSA 260   | Seminar                          | 1                   |

**Total Credit Hours**

**19**

\* Students may refer to the IMS 108 and MIS 111 course surveys located on the IMS website (<http://www.morainevalley.edu/ims/GettingStarted.htm>) to determine the appropriate course.

\*\*Students considering earning the AAS in Office Systems and Applications should select MIS 111.

**Administrative Assistant  
 Certificate  
 Curriculum Code #1315**

This program prepares students for positions as administrative assistants and executive assistants, and secretaries. Graduates acquire strong skills in computer applications, written communications, and office procedures. Keyboarding, proofreading, document formatting, and language skills are emphasized.

**Program prerequisite: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level should enroll in OSA 100, Keyboarding & Basic Formatting.**

| <b>Course Code</b>   | <b>Course Name</b>                   | <b>Credit Hours</b> |
|--|--------------------------------------|---------------------|
| IMS 115  | Microsoft Office I                   | 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 116  | Microsoft Outlook                    | 1                   |
| OSA 122  | Microsoft Excel                      | 3                   |
| OSA 145  | Microsoft Word                       | 3                   |
| OSA 230  | Microsoft PowerPoint & Presentations | 3                   |
| OSA 246  | Microsoft Office Integration         | 3                   |
| OSA 249  | QuickBooks for Office Professionals  | 3                   |
| OSA 255  | Administrative Office Procedures     | 3                   |
| OSA 257  | Microsoft Access                     | 3                   |
| OSA 260  | Seminar                              | 1                   |
|  |                                      | 33                  |

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

|         |                                      |   |
|---------|--------------------------------------|---|
| BUS 100 | Introduction to Business             | 3 |
| LSC 110 | Fundamentals of Meeting Planning     | 3 |
| MIS 111 | Internet Technologies                | 3 |
| MIS 141 | Website Development: HTML & CSS      | 3 |
| MIS 146 | Operating Systems                    | 3 |
| OSA 232 | Introduction to Adobe Creative Suite | 3 |
| OSA 243 | Business Writing                     | 2 |
| OSA 250 | Records Management                   | 2 |
| OSA 258 | Internship                           | 3 |
|         |                                      | 2 |

**Total Credit Hours**
**35**



**Small Database Administrator  
Certificate  
Curriculum Code #1380**

This certificate program will prepare students with skills to build and administer a single-user database, including the designing of tables, queries, forms, reports, and macros. Coursework maps to industry certification in personal database management.

| <b>Course Code</b>        | <b>Course Name</b> | <b>Credit Hours</b> |          |
|---------------------------|--------------------|---------------------|----------|
| IMS 115                   | Microsoft Office I | 3                   |          |
| OSA 257                   | Microsoft Access   | 3                   |          |
| <b>Total Credit Hours</b> |                    |                     | <b>6</b> |

**Database Administration Skills  
Certificate  
Curriculum Code #1381**

This certificate program will prepare students with foundational skills in database design and administration or enhance an information technology professional's versatility and career advancement potential. Students in this certificate program will gain exposure to a variety of tools, including data modeling software as well as several widely used database management systems. Coursework maps to industry certification in database administration fundamentals.

| <b>Course Code</b>        | <b>Course Name</b>        | <b>Credit Hours</b> |           |
|---------------------------|---------------------------|---------------------|-----------|
| IMS 115                   | Microsoft Office I        | 3                   |           |
| MIS 123                   | Database Design           | 3                   |           |
| MIS 292                   | SQL/Database Applications | 3                   |           |
| OSA 257                   | Microsoft Access          | 3                   |           |
| <b>Total Credit Hours</b> |                           |                     | <b>12</b> |

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

This program is appropriate for any individual who wishes to become proficient in computer 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 and the AAS 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](http://www.morainevalley.edu/ims/mos.htm).

**Program prerequisites: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level should enroll in *OSA 100, Keyboarding & Basic Formatting*. Students with little or no knowledge of computers should also enroll in *IMS 100, Personal Computer Basics*.**

| <b>Course Code</b> | <b>Course Name</b>                   | <b>Credit Hours</b> |
|--------------------|--------------------------------------|---------------------|
| IMS 115            | Microsoft Office I                   | 3                   |
| OSA 116            | Microsoft Outlook                    | 1                   |
| OSA 122            | Microsoft Excel                      | 3                   |
| OSA 145            | Microsoft Word                       | 3                   |
| OSA 225            | Microsoft Publisher                  | 3                   |
| OSA 230            | Microsoft PowerPoint & Presentations | 3                   |
| OSA 246            | Microsoft Office Integration         | 3                   |
| OSA 257            | Microsoft Access                     | 3                   |

**Total Credit Hours**

**22**

**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 advanced word processing, legal terminology and legal procedures. Legal assistants must possess a high degree of professionalism as well as superior keyboarding, word processing, proofreading skills, and language skills.

**Program prerequisite: keyboarding skill of 26 nwpm by touch. Students who need to reach this skill level should enroll in OSA 100, Keyboarding & Basic Formatting.**

| <b>Course Code</b>  | <b>Course Name</b>                   | <b>Credit Hours</b> |
|---|--------------------------------------|---------------------|
| BUS 136   | Business Law                         | 3                   |
| IMS 115   | Microsoft Office I                   | 3                   |
| OSA 102   | Document Formatting                  | 3                   |
| OSA 103   | Office Language Skills               | 3                   |
| *OSA 104  | Keyboarding Speed and Accuracy       | 1                   |
| <i>*May need to be repeated. Minimum skill level recommended for employment: 60 wpm</i> |                                      |                     |
| OSA 116   | Microsoft Outlook                    | 1                   |
| OSA 122   | Microsoft Excel                      | 3                   |
| OSA 145   | Microsoft Word                       | 3                   |
| OSA 230   | Microsoft PowerPoint & Presentations | 3                   |
| OSA 243   | Business Writing                     | 2                   |
| OSA 246   | Microsoft Office Integration         | 3                   |
| OSA 252   | Legal Documents and Terminology      | 3                   |
| OSA 255   | Administrative Office Procedures     | 3                   |
| OSA 257   | Microsoft Access                     | 3                   |
| OSA 260   | Seminar                              | 1                   |
|   |                                      | <b>38</b>           |

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

|         |                                      |          |
|---------|--------------------------------------|----------|
| MIS 111 | Internet Technologies                | 3        |
| MIS 146 | Operating Systems                    | 3        |
| OSA 225 | Microsoft Publisher                  | 3        |
| OSA 232 | Introduction to Adobe Creative Suite | 3        |
| OSA 249 | QuickBooks for Office Professionals  | 3        |
| OSA 250 | Records Management                   | 2        |
| OSA 258 | Internship                           | 3        |
|         |                                      | <b>3</b> |

**Total Credit Hours**

**40**

**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 by touch. Students who need to reach this skill level should enroll in OSA 100, Keyboarding & Basic Formatting.**

| <b>Course Code</b>   | <b>Course Name</b>                   | <b>Credit Hours</b> |
|--|--------------------------------------|---------------------|
| IMS 115  | Microsoft Office I                   | 3                   |
| *MRT 105   | Beginning Medical Transcription      | 3                   |
| *Contact Cathi Predl ( <a href="mailto:predl@morainevalley.edu">predl@morainevalley.edu</a> ) for a substitution for this class. It is no longer offered as of May 2015. |                                      |                     |
| 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  | Microsoft Outlook                    | 1                   |
| OSA 122  | Microsoft Excel                      | 3                   |
| OSA 145  | Microsoft Word                       | 3                   |
| OSA 230  | Microsoft PowerPoint & Presentations | 3                   |
| OSA 255  | Administrative Office Procedures     | 3                   |
| OSA 260  | Seminar                              | 1                   |

**Total Credit Hours**

**34**

**Graphics & Desktop Publisher  
Certificate  
Curriculum Code #1312**

This certificate provides skill development in beginning-level desktop publishing. Students utilize software such as Microsoft Publisher, Adobe Photoshop, Adobe Illustrator, and Adobe InDesign. This program is designed for the experienced computer user who possesses 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 do not possess these prerequisite skills should meet with the department chair or program coordinator to plan appropriate course selections.

| <b>Course Code</b> | <b>Course Name</b>                   | <b>Credit Hours</b> |
|--------------------|--------------------------------------|---------------------|
| OSA 225            | Microsoft Publisher                  | 3                   |
| OSA 232            | Introduction to Adobe Creative Suite | 3                   |
| OSA 234            | Adobe Illustrator                    | 3                   |
| OSA 235            | Adobe InDesign                       | 3                   |
| OSA 236            | Adobe Photoshop                      | 3                   |

**Total Credit Hours****15**

**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 a coordinator to plan appropriate course selection.

This program prepares students for positions as website designers.

**Required Career Courses – 33 credit hours as follows:**

| <b>Course</b>              | <b>Name</b>                                       | <b>Credit Hours</b> |
|----------------------------|---|---------------------|
| CSC 140                    | Introduction to Computer Science                  |                     |
| <b>OR</b> MIS 105          | Programming Principles                            | 3                   |
| MIS 111                    | Internet Technologies                             | 3                   |
| MIS 123                    | Database Design                                   | 3                   |
| MIS 141                    | Website Development: HTML & CSS                   | 3                   |
| MIS 241                    | Advanced Website Development: JavaScript & jQuery | 3                   |
| MIS 297                    | Data-Driven Websites                              | 3                   |
| OSA 125                    | Introduction to Website Design                    | 3                   |
| OSA 135                    | Website Applications                              | 3                   |
| OSA 232                    | Introduction to Adobe Creative Suite              | 3                   |
| OSA 234                    | Adobe Illustrator                                 | 3                   |
| OSA 236                    | Adobe Photoshop                                   | <u>3</u>            |
| <b>Total Credit Hours:</b> |   | <b>33</b>           |

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**Multimedia Designer Certificate**  
**Curriculum Code: #1342**

This certificate is designed for the experienced computer user who has strong skills in Microsoft Windows navigation and computer applications packages. Students who are interested in beginning a career in Multimedia Design and who do not possess these prerequisite skills should meet with a coordinator to plan appropriate course selections.

This program prepares students for positions as multimedia designers.

**Required Career Courses** – 24 credit hours as follows:

| <b>Course</b>              | <b>Name</b>                                       | <b>Credit Hours</b> |
|----------------------------|---|---------------------|
| MIS 141                    | Website Development: HTML & CSS                   | 3                   |
| MIS 241                    | Advanced Website Development: JavaScript & jQuery | 3                   |
| OSA 135                    | Website Applications                              | 3                   |
| OSA 138                    | Video Editing: Adobe Premiere                     | 3                   |
| OSA 232                    | Introduction to Adobe Creative Suite              | 3                   |
| OSA 234                    | Adobe Illustrator                                 | 3                   |
| OSA 236                    | Adobe Photoshop                                   | 3                   |
| OSA 238                    | Advanced Video Editing: Adobe AfterEffects        | <u>3</u>            |
| <b>Total Credit Hours:</b> |   | <b>24</b>           |

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**Help Desk Specialist  
Certificate  
Curriculum Code #1311**

This program prepares students for entry-level positions in desk-top support for PC applications. 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+**, **Network+**, and **Microsoft Office Specialist** certifications. Employers seek computer specialists who possess a strong background in fundamental computer skills, combined with good interpersonal and communication skills.

| <b>Course Code</b>        | <b>Course Name</b>                   | <b>Credit Hours</b> |
|---------------------------|--------------------------------------|---------------------|
| COM 203                   | Interpersonal Communication          | 3                   |
| IMS 115                   | Microsoft Office I                   | 3                   |
| IMS 215                   | Microsoft Office II                  | 3                   |
| LAN 103                   | Security Awareness                   | 1                   |
| LAN 111                   | IT Essentials – A+                   | 3                   |
| LAN 112                   | Managing IT – A+                     | 3                   |
| LAN 121                   | Network Essentials – Network+        | 3                   |
| LAN 122                   | Network Services                     | 4                   |
| MIS 111                   | Internet Technologies                | 3                   |
| MIS 146                   | Operating Systems                    | 3                   |
| OSA 116                   | Microsoft Outlook                    | 1                   |
| OSA 232                   | Introduction to Adobe Creative Suite | 3                   |
| <b>Total Credit Hours</b> |                                      | <b>33</b>           |

Students may take *ELT 101* and *LAN 101* in addition to this certificate to earn the Computer Technician Certificate #1418.

**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:

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