OFFICE INFORMATION SYSTEMS, ASSOCIATE IN APPLIED SCIENCE

Florissant Valley, Forest Park, Meramec, Wildwood, and Online

This program is designed to prepare students to be proficient in the use of office technology including current computer hardware, operating and application software, and traditional as well as state-of-the-art office equipment such as digital devices. Students in this program will become proficient at using computer business applications and current office technologies. In addition to learning to use these skills in the workplace, they will learn to supervise and train others in their use. The courses provide students with both the theoretical and practical knowledge required to perform as productive office professionals.

Cost of Attendance. For more information on cost of attendance visit MoSCORES (https://scorecard.mo.gov/Search/).

Program Career and Salary Information. Pursuant to Missouri HB 1606 (2018), information regarding the number of credit hours, program length, employment rate, wage data, and graduates employed in careers related to their program of study at St. Louis Community College can be found at the following URL: https://scorecard.mo.gov/scorecard/ (https://www.google.com/url/?q=https://scorecard.mo.gov/scorecard/&sa=D&ust=1555536894857000&usg=AFQjCNG1xf3E_i2lO96zEytILO-s5xaJCQ). Search using School / Program "St. Louis Community College" and choose the degree or credential type of interest.

The following limitations to the data apply: Information provided is based on the most recent cohorts available. Typically, most recent cohorts for wage and completion data are six years prior to the current academic year. Time to complete a program of study varies depending on the number of credit hours students earn per semester.

Interested in this program? Start the enrollment process by visiting the Apply to STLCC (https://www.stlcc.edu/admissions/apply-to-stlcc/) page.

At the completion of the program, students are expected to:

1. develop a professional high-quality portfolio with items that are clearly introduced, well organized, creatively displayed, and show connection between items.
2. produce industry-specific business documents, spreadsheets, databases, and presentations.
3. deliver a highly professional presentation that demonstrates a high level of industry specific knowledge and skills, and a high level of preparedness for employment.
4. demonstrate a mastery of skills that clearly demonstrate supportive skills, which includes communication, problem solving, creativity, and critical thinking.
5. reflect on a critique of work, and suggest constructive practical alternatives.

Missouri Civics Examination. Students entering college for the very first time in fall 2019 and who intend to complete an associate's degree must successfully complete a civics examination. Information on who is eligible for a waiver can be found on our website: https://stlcc.edu/programs-academics/missouri-civics-exam.aspx.

Program of Study

Code	Title	Credit Hours
Career General Education		
ENG 101	College Composition I (MOTR ENGL 100)	3
COM 101	Oral Communication I (MOTR COMM 100)	3
XXX xxx	Natural Science/Mathematics Elective	3
BUS 103	Business Mathematics	3
XXX xxx	Social & Behavioral Sciences: Civics Requirement	3
SOC 101	Introduction to Sociology (MOTR SOCI 101)	3
Physical Education Activity		
Select 2 credit hours		2
Program Requirements		
ACC 100	Applied Accounting	3
BUS 104	Introduction to Business Administration	3
MGT 101	Introduction to Supervision	3
IS 102	Keyboarding and Formatting	3
IS 122	Windows	3
IS 136	Internet Fundamentals	1
IS 116	Computer Literacy	3
IS 109	Proofreading and Editing	1
IS 151	Computer Applications in Business	4
IS 154	Web-Based Productivity Applications	2
IS 139	Web Publishing	3
IS 152	Computer Applications in Business-Intermediate	3
IS 165	Computer Applications-Microsoft Project	1
IS 200	Electronic Records Management	2
IS 209	Computer Applications - Advanced	3
IS 210	Office Technology and Procedures	3
IS 291	Workplace Learning: Information Systems	3
Total Credit Hours		64

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PLEASE NOTE: If you originally enrolled at STLCC prior to Fall 2020, you may need to view an archived catalog (https://www.stlcc.edu/programs-academics/course-catalog/) for your correct program requirements. Please speak with an advisor or the program coordinator for more information.

Code	Title	Hours	Prerequisites	Milestones/Notes
First Year				
Fall				
IS 102	Keyboarding and Formatting	3		
IS 116	Computer Literacy	3	Reading Proficiency.	
IS 122	Windows	3	Reading Proficiency.	
ENG 101	College Composition I (MOTR ENGL 100)	3	Placement score or ENG 030 or ENG 070 with a grade of "C" or better or recommendation of department and Reading Proficiency or concurrent enrollment in RDG 079.	
BUS 104	Introduction to Business Administration	3	Reading Proficiency.	
Physical Education Elective		1		One credit must be activity
	Credit Hours	16		
Spring				
IS 136	Internet Fundamentals	1	Reading Proficiency.	
IS 151	Computer Applications in Business	4	IS 122 or IS 123 or IT 102 or equivalent experience.	
IS 139	Web Publishing	3	Reading Proficiency.	
IS 165	Computer Applications-Microsoft Project	1	Reading Proficiency.	Apply for Computer Application CS
SOC 101	Introduction to Sociology (MOTR SOCI 101)	3	Reading Proficiency or concurrent enrollment in RDG 079.	
MGT 101	Introduction to Supervision	3	Reading Proficiency.	
Physical Education Elective		1		One credit must be activity
	Credit Hours	16		
Second Year				
Fall				
IS 109	Proofreading and Editing	1	Reading Proficiency.	
IS 152	Computer Applications in Business-Intermediate	3	IS 151 and Reading Proficiency.	
ACC 100	Applied Accounting	3	Reading Proficiency.	
BUS 103	Business Mathematics	3	Reading Proficiency.	
Natural Science/Mathematics Elective		3		
Social & Behavioral Sciences: Civics Requirement		3		
	Credit Hours	16		
Spring				
COM 101	Oral Communication I (MOTR COMM 100)	3	Reading Proficiency or concurrent enrollment in ENG 070.	Apply for graduation
IS 154	Web-Based Productivity Applications	2	IS 151 and Reading Proficiency.	
IS 200	Electronic Records Management	2	IS 118 or IS 151 and Reading Proficiency.	

IS 209	Computer Applications - Advanced	3	IS 152 and Reading Proficiency.	
IS 210	Office Technology and Procedures	3	IS 152 and Reading Proficiency.	
IS 291	Workplace Learning: Information Systems	3	Enrollment in an IS program, department approval, and Reading Proficiency.	
	Credit Hours	16		
	Total Credit Hours	64		

*Click on the hyperlinked course number to view additional information about the course.

**Students completing a course that has been assigned a MOTR number may transfer that course to any public institution in Missouri. Those who complete CORE 42 requirements will have that verification on their transcript.

*** It is your responsibility to verify that the courses listed above will transfer to the four-year institution of your choice. Maximize your transfer credits/classes by meeting with an academic advisor.