

You are about to view a presentation on Office Information Systems, a one year Tech Prep class available to high school 11th and 12th grade students. By successfully completing the class you can earn elective credits toward high school graduation. If certain circumstances are fulfilled, you can also earn WSCC credits.

To view the slides, wait for the entire file to load (watch the progress in the lower left side of window), then click the arrows at the bottom of the screen to move ahead or to back up.

If you wish to get a closer look at this class, contact your school counselor to set up a shadowing visit.

OIS, like all Tech Prep classes, is open to both girls and boys.

Is This You?

The following is a description of the aptitudes, abilities, skills and personal characteristics that match the profile of a person ideally suited for a career in the office information systems field.

The purpose of this description is to aid you with the important task of finding a match between your qualities and the qualities required of a person working in this field.

By no means are the following to be viewed as finely honed skills you must possess as a prerequisite for selecting this course. Rather, they are abilities/qualities that you recognize in yourself that you believe can be further matured by your participation in this class.

Aptitudes/Abilities/Skills

Average or better keyboarding skills – has some artistic ability – has a sense of how to make printed correspondence look neat and appealing

Excellent communication skills – is able to read and comprehend many kinds of written material and is able to interact verbally with customers/clients/patients pleasantly and accurately - is able to write clearly and concisely using correct grammar, punctuation, and spelling

Ability to put customers/clients/patients at ease – demonstrates a genuine caring for their needs

Personal Characteristics

Has a strong sense of personal ethics – will not spread office business and confidential matters – does not engage in office politics/backstabbing – is loyal

Likes to work with computers and other office equipment – “understands” how electronic hardware/software work

Has a pleasant personality – meets, greets, and interacts with people with ease and grace

Successfully completing 1 or 2 years of Office Information Systems will enable the student to articulate at least four credits to WSCC towards an associate degree in OIS. A student wishing to pursue employment right out of high school would be qualified for an entry-level position in most office situations.

Office Information Systems

Course Syllabus

Instructor: Mrs. Sara Bray

Classroom: 242

Office: 242A

Office Hours: 8:00 a.m. – 9:00 a.m. and 11:20 a.m. – 12:00 p.m.

Office Phone: 845-6211 ext. 3552

Home Phone: 845-7626

E-Mail: sbray@westshore.edu

Textbooks: *Greg College Keyboard and Document Processing for Windows, 9th Edition, WORD 2002.*

Glencoe Interactive Grammar and Communication, 1999.

Solving Business Problems Using a Calculator, Polisky, 6th Edition, 2003.

Business Skills Exercises, Barker, 3rd Edition, 2002

Intensive Records Management, Henne, 4th Edition, 1998.

Telephone Techniques, 2nd Edition, Neal, 1998.

Calculator Simulation Packet, Pasewark, 5th Edition, 2000.

Software: Microsoft Office 2003

Course Description: Office Information Systems is an integrated technological curriculum that prepares students for an entry-level position. Students will learn: word processing skills, how to solve business problems using a calculator, correct communication, grammar, and telephone skills, basic foundation and understanding of records management, the responsibilities of an accepted work ethic, and career exploration. Students who wish to take a second year of Office Information Systems must have the instructor's approval.

Program CIP Code: 52.9999

PSN: 16379

Job Titles Requiring Further Training:

Administrative Assistant

Hotel/Motel Manager

Office Manager

Employee Benefits Manager

Health Service Administrator

Entry Level Position with H.S. (Vocational) Training:

Account Teller

Rental Clerk

Data Entry Clerk

Hotel/Motel Clerk

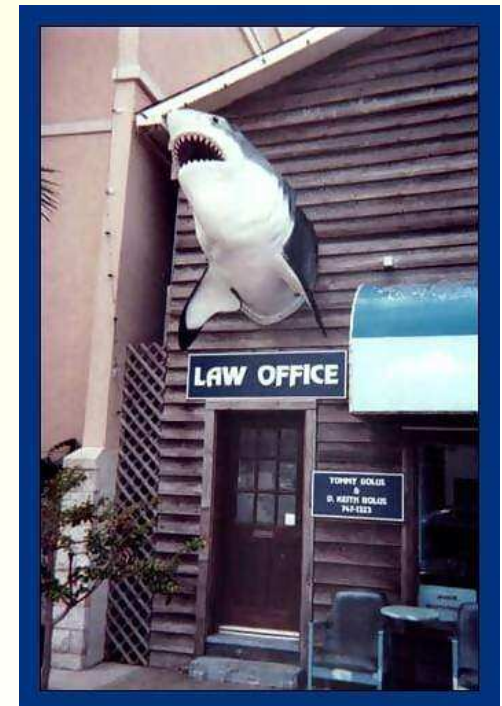
Payroll Clerk

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skill Standards
Overview of Tech Prep	Students will tour the campus of West Shore Community College. Students will be inserviced on the Tech Prep Student Handbook. Students will learn the Work Ethic components and requirements.	1 week	Teacher Directed Instruction	Work Ethic Self-Evaluation		#7 Administrative & Information Support Organizing and Planning
Microsoft Word 2003, Word Processing/Keyboarding, 10-key Calculator, and Business Math using calculators Business and E-mail Etiquette, and Ergonomics	Students will learn word processing/keyboarding (speed and accuracy), graphics, tables, itineraries, reports, letter, memos, electronic mail, recording minutes, keyboarding, and business etiquette. Students will learn how to solve business problems using a 10-key calculator.	16 weeks	Teacher and Student Directed Instruction Computer Program Ten-Key Calculator Microsoft Word Student Workbooks	Worksheets - Reports, Timings, Tables, Correspondence , and Tests Personal Observations	MAT.1.2.HS.6	#1 Cluster Foundations Communications Problem and Critical Thinking Skills Information Technology Applications Systems #3 Business Financial Management & Accounting Computational Skills #4 Human Resources Compensation and Benefits Administration #7 Administrative & Information Support Information Processing Organizing and Planning Communication Skills Financial Skills

Course Objective	Student Outcomes	Time	Instructional Strategies	Assessment	Standards/ Benchmarks	National Skill Standards
Word Processing, Keyboarding, Communication and Grammar, Record Management (Microsoft Access), and Telephone Skills	Students will continue to demonstrate word processing/keyboarding skills. Students will learn communication/grammar/proof-reading skills. Students will learn that the telephone is a vital tool for communication within our local areas and in the larger, global environment. Students will learn record keeping skills through hands-on experiences and recording using Microsoft Access.	9 weeks	Teacher and Student Directed Instruction Microsoft Word Microsoft Access Computer Program Video Interactive CD ROM Student Workbooks	Worksheets - Timings - Quiz - Tests Personal Observations	ELA.1.1.HS.1 ELA.1.2.HS.1 ELA.1.2.HS.4 ELA.6.8.HS.1 TECH.2.2.HS.1	#1 Cluster Foundations Communications Problem and Critical Thinking Skills Information Technology Applications Systems #2 Management Communicating #7 Administrative & Information Support Information Processing Manage Records and Files Communication Skills
Word Processing, Keyboarding, Business Simulation, Office Equipment, and Career Exploration	Students will continue to build upon speed and accuracy and demonstrate word processing skills. Students will encounter realistic experiences in improving skills required for entry-level business employment. Students will learn how to operate office equipment. Students will complete a Career Exploration unit. The unit will include: researching careers of their interest, preparing for and ending a job interview, preparing a cover letter, resumé, job application, and a thank you letter.	10 weeks	Teacher and Student Directed Instruction Computer Programs Interactive CD ROM Microsoft Word Student Workbooks	Worksheets - Timings - Quiz - Tests Personal Observations Documentation of cover letter, resumé job application, and thank you letter. Career Cruising	ELA.1.2.HS.1 TECH.6.6.HS.1	#1 Cluster Foundations Communications Problem and Critical Thinking Skills Information Technology Applications Employability and Career Development Technical Skills #7 Administrative & Information Support Information Processing Manage Records and Files Organizing and Planning Financial Skills

Office Information Systems is a class for those who want to learn the skills needed to work in a modern business office. Office workers are employed by schools, hospitals, government agencies, newspapers, doctors, dentists, lawyers . . . in short, every variety of business and corporation both large and small.

As a rule, the smaller the business, the more versatile the office personnel have to be. In fact, many business offices are run by only one person, in which case, he/she has to do it all.



Much of a secretary's time is spent using Microsoft Word, to produce letters, reports, memos, itineraries, and tables.

Proficiency with the many features of Word, and the keyboarding skills of speed and accuracy are a must.

Students in Office Information Systems develop these competencies through self-paced exercises that enable them to learn by doing.



Memorandum

To: Deans, Directors and Department Heads

CC: Dr. Hugh C. Bailey, Mr. James M. Brignati, Dr. Lloyd Benjamin, Mr. Ken Ferrell

From: Cindy L. Meyer *C. Meyer*

Date: March 1, 1996

Subject: Payment of Consultants, Independent Contractors

In order to ensure compliance with Federal tax laws we have provided a checklist of criteria for classification of a consultant/contractor. The first form is a certification by the person utilizing the contractor. The second form must be completed by the consultant/contractor to avoid 33% withholding from payments made. Both forms must be attached to a per diem request when submitted to Ruby Delaney in the Business Office.

Please excuse our prior inadvertent distribution of this memo.
If you have any questions please do not hesitate to call.

Char	Code	Name	Description
	32	-	Normal space
!	33	-	Exclamation
"	34	quot	Double quote
#	35	-	Hash or pound
\$	36	-	Dollar
%	37	-	Percent
&	38	-	Ampersand
'	39	-	Apostrophe
(40	-	Open bracket
)	41	-	Close bracket
*	42	-	Asterisk
+	43	-	Plus sign
,	44	-	Comma
-	45	-	Minus sign
.	46	-	Period
/	47	-	Forward slash

Char	Code	Name	Description
0	48	-	Digit 0
1	49	-	Digit 1
2	50	-	Digit 2
3	51	-	Digit 3
4	52	-	Digit 4
5	53	-	Digit 5
6	54	-	Digit 6
7	55	-	Digit 7
8	56	-	Digit 8
9	57	-	Digit 9
:	58	-	Colon
;	59	-	Semicolon
<	60	lt	Less than
=	61	-	Equals
>	62	gt	Greater than
?	63	-	Question mark

Presentation Itinerary Report Close Window

Presentation Itinerary Report

Session #: 114

Session Date/Time: Sun May 05, 2002, 10:30 AM - 12:30 PM

Session Title: Ocular Growth, Emmetropization, and Myopia II

Presentation Type: POSTER

Location: Hall B/C

Organizing Section: AP

Program # / Board #: 207 / B182

Presentation Time: 10:30 AM - 12:30 PM

Reviewing Code: 115 animal models: eye growth regulation - AP

Presentation Title: Ocular All-Trans-Retinoic Acid Levels are Correlated with Eye Growth in the Pigmented Guinea Pig Eye

Author / Institutions: J.R. Mertz¹, M.H. C. Howlett², S.A. McFadden², ¹Biological Sciences/Diseases, New England College of Optometry, Boston, MA; ²Faculty of Science and Maths, University of Newcastle, New South Wales, 2308, Australia

Ocular All-Trans-Retinoic Acid Levels are Correlated with Eye Growth in the Pigmented Guinea Pig Eye

Reviewing Code: 115 animal models: eye growth regulation - AP

Print >

Office personnel will frequently use Outlook for e-mail and for scheduling appointments and meetings. Access is used to create new as well as maintain existing data bases. Excel is used to display information in spreadsheets and graphs.

As with Microsoft Word, students make continuous progress in learning these applications through series of self-paced exercises.

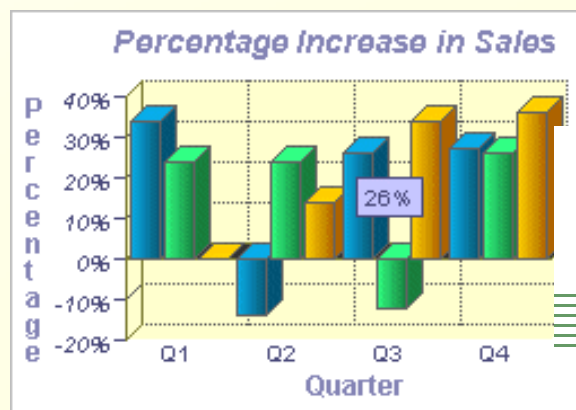
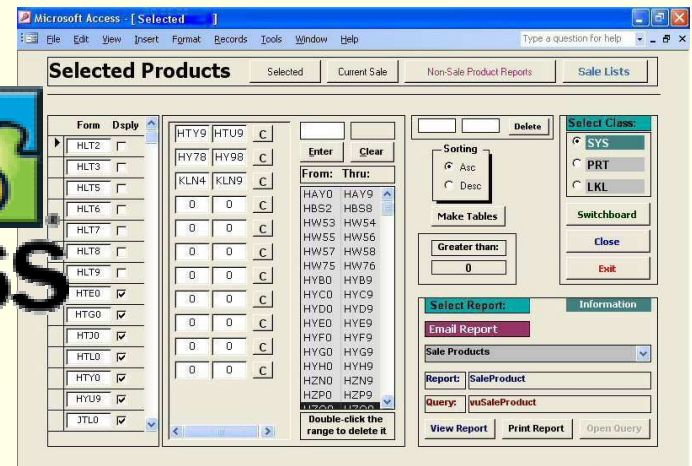
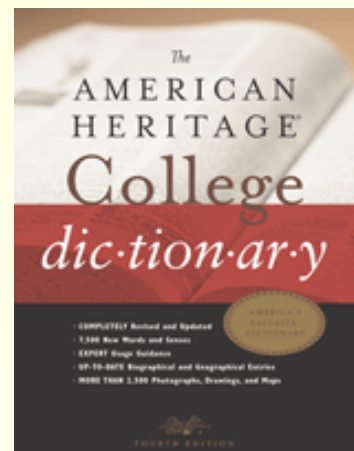
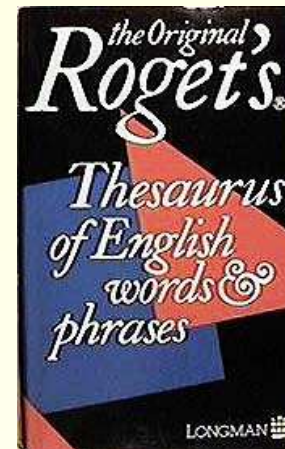
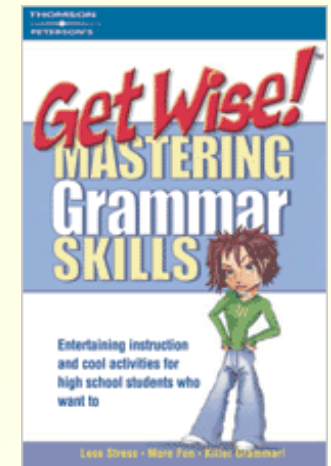


Table 1. BRS Participation and Timing Relative To All ATP Awards and Participants

	1990-1992	1993	1994	1995	1996-1997	Total
Total Number of ATP Awards	60	20	65	103	72	352
Total Awards 1993-1995		219				
In BRS--Number of PROJECTS with reports available as of December 31, 1996:						
Baseline Report Only		2	3	26		
First Anniversary Report			79	74		
Second Anniversary Report		26				
Total BRS PROJECTS		210				
Total number of PARTICIPANTS in ATP Awards (as of award date)	150	50	211	315	113	642
Total number of PARTICIPANTS in 1993-1995 Awards		579				
BRS--Number of PARTICIPANTS with reports available as of December 31, 1996:						
Baseline Report Only		10	45	139		
First Anniversary Report			142	103		
Second Anniversary Report		40				
Total BRS PARTICIPANTS		480				

All communications that come from a business office represent its company in general and the officials of that company in particular. Correct spelling, grammar, punctuation, neatness, and accuracy are essential in all materials produced by that organization. Verbal communications require correct spoken grammar as well as a courteous, pleasant, and helpful tone. Anything less than this reflects poorly on the organization by signaling a lack of professionalism. The first contact a customer has with a business is frequently with the office receptionist. There is only one chance to make a good first impression.





An administrative assistant may be assigned the role of keeping the minutes of business meetings. She/he may record the meeting by taking notes or by using a tape or digital recorder and then typing the minutes afterwards. Again, neatness, accuracy, correct spelling, punctuation, and grammar are required.



Office personnel must be able to efficiently operate a variety of business machines, including sophisticated phone systems, fax machines, scanners, printers, calculators, and copy machines.

OIS students get practice with all of these pieces of office equipment.



Large business offices that employ many office personnel require an office manager. In addition to possessing the skills discussed in the earlier slides, this person must be well organized, have an in-depth understanding of the company, understand human relations, be a motivator, be able to handle pressure, be able to make tough decisions, and be responsible. It is up to him/her to make sure that the work gets done well and on time.

Oftentimes a person will move into a managerial position by working their way up through the organization – having proven their worth.

