Potential Careers

NMU’s Office Information Assistant Program prepares students for employment in the following careers:

Occupations

- Administrative Assistant
- Clerk
- Customer Service Representative
- Customer Service Supervisor
- Executive Assistant
- Information Processor
- Office Assistant
- Office Manager
- Receptionist
- Secretary

Additional Resources and Info

For Career Planning and Opportunities:
Academic & Career Advisement Center
3302.1 C.B. Hedgcock
906-227-2971
103 Jacobetti Complex
906-227-2283
www.nmu.edu/acac

College of Business
301 Cohodas Hall
906-227-2900
www.nmu.edu/business

For Job Search, Resume and Career Information:
Career Services
3302.3 C.B. Hedgcock
906-227-2800
www.nmu.edu/careers

For Information about NMU Student Organizations Associated with this Major Contact:
Center for Student Enrichment
1206 University Center
906-227-2439
www.nmu.edu/cse

Internet Resource Links:
www.careers.org
www.careerresource.net

For Career Information with National Organizations:

- www.iaap-hp.org International Association of Administrative Professionals
- www.ivaa.org IVAA-International Association of Virtual Office Assistants
- www.nals.org National Association for Legal Secretaries

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Provided by:

The Academic & Career Advisement Center

What To Do With A Major In….

Office Information Assistant
Associate’s Degree
Office Information Assistant

Do you like to work with the public in a fast-paced environment? Do you like to keep organized? Do you like to work with computer software and technology? Do you possess strong communication skills? If you answered “yes” to these questions, then an Office Information Assistant degree may be right for you!

The Office Information Assistant program provides advanced skills that are necessary for careers in an office environment. Employment opportunities in the office support field are available in public and private organizations.

An Office Information Assistant degree provides graduates with a variety of employment options. The courses provide graduates with the experience and knowledge for a variety of administrative/support staff careers.

Skills and Competencies

The Office Information Assistant degree requires students to have organizational skills, communication and problem-solving skills. Other specific competencies in this field include: advanced document productions and keyboarding skills, expertise in database and spreadsheets creating and maintenance, desktop publishing and multi-media competencies, ethical decision-making and reasoning skills, and business computation and accounting.

Course Work

This degree includes the following courses as part of the program requirements, and specific major requirements along with liberal studies and graduation requirements.

**Business Core**
- ACT 201 Practical Accounting Procedures (4 cr.)
- OIS 161 Document Input and Processing (4 cr.)
- OIS 183 Business Administrative Procedure (4 cr.)
- OIS 185 Introductory Software Applications (4 cr.)
- OIS 244 Applied Business Communication (4 cr.)
- OIS 250 Desktop Publishing Principles (2 cr.)
- OIS 285 Adv. Software Applications & Integration (4 cr.)

**Other Requires Courses**
- OIS 261 Advanced Document Processing (4 cr.)
- OIS 263 Business Document Editing (4 cr.)
- OIS 293 Integrated Office (4 cr.)

**Business Electives (8 cr.)**
Choose from the following:
- MGT 121 Introduction to Business (4 cr.)
- MGT 215 Entrepreneurship (4 cr.)
- MGT 221 Business Law I: Legal Environment of Business (4 cr.)
- MGT 228 Customer Service (2 cr.)
- MGT 240 Organizational Behavior and Management (4 cr.)
- MKT 230 Introduction to Marketing (4 cr.)
- OIS 171 Medical Terminology (4 cr.)

Detailed course descriptions can be found at www.nmu.edu/bulletin.

Career Development

You should begin the resume-building process as soon as you can. The Academic and Career Advisement Center can assist you with career planning, while Career Services will help you fine tune your resume and look for jobs related to your field. In the meantime, the more hands-on experience you have, the better the chances are that you will find a job. Becoming involved in a professional related internship is a way to develop your professional skills and gain experience. Your academic course work is important as well, so be sure to maintain a high grade point average.

Additional Considerations

Office Information Assistant majors are required to complete OIS 293: Integrated Office during their last semester. This capstone is an internship that provides students with ten weeks of “real world” experience. The experience provides an excellent opportunity for students to network and apply the theoretical classroom concepts with practical application.

Opportunities exist for certifications in office and software competencies.

Employment settings can range from profit and nonprofit and small to large organizations.

Experienced administrative assistants may have self-employment opportunities.

The Office Information Assistant degree is an Associate of Business requiring 62 credits to complete.

Job Outlook

The office support career field is expected to have one of the highest potentials for job growth through 2015.