

5 STEPS to SUCCESS

WITH PIONEER TECH

Office Information Specialist

ANNUAL SALARY: \$21,000 - \$45,000 | HOURLY SALARY: \$10.00 - \$20.00



HIGH SCHOOL COURSES

- 9th grade**
- Algebra I
 - Physical Science
- 10th grade:**
- Geometry
 - Biology I
- 11th grade:**
- Algebra II
 - Chemistry
- 12th grade:**
- Optional Higher-level Math
 - Additional Computer Classes



PIONEER TECH PROGRAM

- Office Information Specialist**
- Fundamentals of Technology
 - Desktop Publishing and Graphic Design
 - Administrative Technologies II A
 - Administrative Technologies II B
 - Fundamentals of Administrative Technologies A
 - Fundamentals of Administrative Technologies B
 - Customer Assistance
 - Multimedia and Image Management Techniques
 - Office Information Specialist Capstone
 - Office Administration and Management A
 - Office Administration and Management B
 - Business Communications
 - Layout Design Techniques



CERTIFICATIONS AVAILABLE

- TOSA DIGICOMP
- TOSA Outlook
- TOSA VBA Excel
- TOSA Word
- TOSA Excel, 0143- Word
- Microsoft Office Specialist: Access
- Excel
- PowerPoint
- TestOut Office Pro
- MS Word
- MS Excel
- Office Procedures
- Business Management
- Office Management
- Fundamental Business Concepts
- Listening Skills
- MS Access
- MS PowerPoint
- MS PPT Fundamentals
- Interpersonal Communications
- MS Office Fundamentals
- Administrative Professional
- Adobe Photoshop
- Digital Business Applications
- Fundamentals of Technology
- Computer Technology
- Computer Technology II
- Internet & Computing Core Certification (IC3)
- Computer Fundamentals
- Fundamentals of Ethics
- Leadership Principles
- Presentation Skills
- Computer Literacy
- Information Technology, Introduction
- Telephone Etiquette



CONTINUING EDUCATION

- Cowley College**
- Accounting (AA)
 - Accounting Clerk (AAS)
 - Business Administration (AA)
 - Management Information Systems (AA)
 - Mass Communications (AA)
- Northern Oklahoma College**
- A.A. in Communications-Mass Communications Option
 - A.A.S. in Business Management
 - A.A.S. in Digital Media, Animation, and Design
 - A.S. in Business Administration
 - A.S. in Business Administration-International Business
 - A.S. in Enterprise Development-General Studies Option
- OSU IT**
- A.A.S. 3D Modeling & Animation
 - A.A.S. Graphic Design Technology
 - A.S. in Business Enterprise Development - Business Administration*
- Northwestern**
- B.S. Business Administration
 - B.S. Mass Communication



FUTURE EMPLOYMENT

- Area Schools
- Mays Home Health

Enhancing Lives



Securing Futures