Associate of Applied Science
OFFICE ADMINISTRATION 2012-2014

This program will provide you with the course work necessary for employment above the entry level in secretarial fields in the private and governmental sectors.

GENERAL EDUCATION (20 CR)

Area I. Communications (6 cr)

- **ENG 111** English Composition I (3)
  - *Prerequisite: ENG 109N (3) or adequate score on the Course Placement Evaluation*

- **SPCH 130** Public Speaking (3)
  - *Prerequisite: ENG 109N (3) or adequate score on the Course Placement Evaluation*

Areas II and III. Mathematics/Computers/Laboratory Science (6 cr)

- **BCIS 200** Business Computer Applications (3)
- **OA 117** Business Math (3)

Area IV. Social/Behavioral Sciences (3 cr)

- Elective (3) Choose from Anthropology, Economics, Geography, Political Science, Psychology, or Sociology.
  - *Prerequisite: ENG 109N (3) or adequate score on the Course Placement Evaluation*

Area V. Humanities and Fine Arts (3 cr)

- **HUM 100** FYE: History and Culture of Northern New Mexico (3)
  - *Prerequisite: ENG 108N (3) or adequate score on the Course Placement Evaluation*

Area VI. Library Technology (1 cr)

- **LT 101** Library Research Skills (1)
- **HPER (1 cr)** Elective (1)

PROGRAM REQUIREMENTS (42 CR)

Office Automation (18 cr)

- **OA 115** Record/Information Management (3)
- **OA 118** Professional Development (3)
- **OA 135** Introduction to Accounting (3)
- **OA 236** Administrative Procedures (3)
  - *Prerequisite: ENG 111 (3), BCIS 200 (3)*

- **OA 261** Desktop Publishing: MS Publisher (3)
  - *Prerequisite: BCIS 249*

- **OA 266** Microsoft Office Specialist Training (3)
  - *Prerequisites: BCIS 249, BCIS 265, BCIS 225, BCIS 226*

Business Computing Information Systems (15 cr)

- **BCIS 249** Microsoft Word (3)
- **BCIS 265** Microsoft Access (3)
- **BCIS 225** Excel (3)
- **BCIS 226** PowerPoint (3)

Business Administration (6 cr)

- **BA 240** Principles of Management (3)
Prerequisite: ENG 109N (3)
BA 250 Business Communications (3)

Prerequisite: ENG 111 (3)
BA 261 Business Technologies (3)

Elective (3)

Business Administration or Office Administration course (3 cr)

TOTAL CREDITS: 62