



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