NORTHERN NEW MEXICO COLLEGE

DEGREE SHEET / 2016-2017 CATALOG

Student name:

Eagle ID:

Eagle Email:

Phone:

College of Business Administration
Certificate of Administrative Assistant

This program provides you with the basic to advanced skills you need to work in the Windows environment. Our practical hands-on approach will provide you with the software skill set required for an administrative position

GENERAL EDUCATION REQUIREMENTS (7 CR)			SEMESTER	GRADE
COMMUNICATIONS (4 CR)				
ENG	109N	Basic Composition II or higher-level course (4)		
MATHEMATICS (3 CR)				
OA	117	Business Math (3)		
PROGRAM REQUIREMENTS (26 CR)				
BCIS	250	Business Communications (3)		
BA	200	Business Computer Applications (3)		
BCIS	225	Excel (3)		
OA	118	Professional Development (3)		
OA	236	Administrative Procedures (3)		
OA	103	Intro to Keyboarding(1)		
OA	240	Introduction to Microsoft Project (3)		
OA	266	Microsoft Office Specialist Training(1) Pre-requisites: OA 249, OA 265, BA 225, BA 226		
BCIS	249	Microsoft Word (3)		
BCIS	265	Access (3)		
		TOTAL 33 CR		
ADVISOR APPROVAL			**DATE**	

SUGGESTED SEQUENCE OF COURSES

First Semester (17 crs)

ENG	109N	Basic Composition II or higher-level course (4)
BCIS	200	Business Computer Applications (3)
BCIS	225	Excel (3)
OA	103	Intro. To Keyboarding (1)
BCIS	249	Microsoft Word (3)
BCIS	265	Access (3)

Second Semester (16 crs)

OA	240	Introduction to Microsoft Project (3)
OA	266	Microsoft Office Specialist Training (1)
BA	236	QuickBooks (3)
OA	117	Business Math (3)
OA	118	Professional Development (3)
BCIS	250	Business Communications (3)

EDUCATIONAL PLANNING FORM (Semester)

FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	**Total Units**	**Total Units**
FALL SEMESTER	SPRING SEMESTER	SUMMER
Total Units	**Total Units**	**Total Units**
FALL SEMESTER	SPRING SEMESTER	SUMMER

Total Units	Total Units	Total Units
FALL SEMESTER	**SPRING SEMESTER**	**SUMMER**
Total Units	Total Units	Total Units