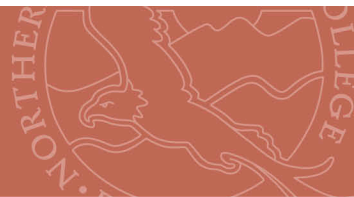


NORTHERN NEW MEXICO COLLEGE



DEGREE SHEET / 2018-2019 CATALOG		
Student name:		
Eagle ID:		
Eagle Email:		
Phone:		
<p>College of Business Administration Certificate of Administrative Assistant</p> <p>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</p>		
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	

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
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