

# NORTHERN NEW MEXICO COLLEGE



| <b>DEGREE SHEET / 2019-2020 CATALOG</b>                                                                                                                                                                                                                                                                                                   |                 |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|
| Student name:                                                                                                                                                                                                                                                                                                                             |                 |              |
| Eagle ID:                                                                                                                                                                                                                                                                                                                                 |                 |              |
| Eagle Email:                                                                                                                                                                                                                                                                                                                              |                 |              |
| Phone:                                                                                                                                                                                                                                                                                                                                    |                 |              |
| <p><b>College of Business Administration</b><br/> <b>Certificate of Administrative Assistant</b></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> |                 |              |
| <b>GENERAL EDUCATION REQUIREMENTS (7 CR)</b>                                                                                                                                                                                                                                                                                              | <b>SEMESTER</b> | <b>GRADE</b> |
| <b>COMMUNICATIONS (4 CR)</b>                                                                                                                                                                                                                                                                                                              |                 |              |
| ENG 109N Basic Composition II or higher-level course (4)                                                                                                                                                                                                                                                                                  |                 |              |
| <b>MATHEMATICS (3 CR)</b>                                                                                                                                                                                                                                                                                                                 |                 |              |
| OA 1117 Business Math (3)                                                                                                                                                                                                                                                                                                                 |                 |              |
| <b>PROGRAM REQUIREMENTS (26 CR)</b>                                                                                                                                                                                                                                                                                                       |                 |              |
| BCIS 2250 Business Communications (3)                                                                                                                                                                                                                                                                                                     |                 |              |
| BA 2200 Business Computer Applications (3)                                                                                                                                                                                                                                                                                                |                 |              |
| BCIS 2225 Excel (3)                                                                                                                                                                                                                                                                                                                       |                 |              |
| OA 1118 Professional Development (3)                                                                                                                                                                                                                                                                                                      |                 |              |
| OA 2236 Administrative Procedures (3)                                                                                                                                                                                                                                                                                                     |                 |              |
| OA 1103 Intro to Keyboarding(1)                                                                                                                                                                                                                                                                                                           |                 |              |
| OA 2240 Introduction to Microsoft Project (3)                                                                                                                                                                                                                                                                                             |                 |              |
| OA 2266 Microsoft Office Specialist Training(1)<br>Pre-requisites: BCIS 249, BCIS 265, BCIS 225, BCIS 226                                                                                                                                                                                                                                 |                 |              |
| BCIS 2249 Microsoft Word (3)                                                                                                                                                                                                                                                                                                              |                 |              |
| BCIS 2265 Access (3)                                                                                                                                                                                                                                                                                                                      |                 |              |
| <b>TOTAL 33 CR</b>                                                                                                                                                                                                                                                                                                                        |                 |              |
| <b>ADVISOR APPROVAL</b>                                                                                                                                                                                                                                                                                                                   | <b>DATE</b>     |              |

**EDUCATIONAL PLANNING FORM (Semester)**

|                      |                        |                    |
|----------------------|------------------------|--------------------|
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |
| <b>FALL SEMESTER</b> | <b>SPRING SEMESTER</b> | <b>SUMMER</b>      |
|                      |                        |                    |
| <b>Total Units</b>   | <b>Total Units</b>     | <b>Total Units</b> |

## SUGGESTED SEQUENCE OF COURSES FOR CERTIFICATE OF ADMINISTRATIVE ASSISTANT

### First Semester (17 crs)

|      |      |                                                 |
|------|------|-------------------------------------------------|
| ENGL | 109N | Basic Composition II or higher-level course (4) |
| BCIS | 2200 | Business Computer Applications (3)              |
| OA   | 1117 | Business Math (3)                               |
| BCIS | 2250 | Business Communications (3)                     |
| BCIS | 2225 | Excel (3)                                       |
| OA   | 1103 | Intro. To Keyboarding (1)                       |

### Second Semester (16 crs)

|      |      |                                          |
|------|------|------------------------------------------|
| BCIS | 2249 | Microsoft Word (3)                       |
| BCIS | 2265 | Microsoft Access (3)                     |
| OA   | 1118 | Professional Development (3)             |
| OA   | 2236 | Administrative Procedures (3)            |
| OA   | 2240 | Introduction to Microsoft Project (3)    |
| OA   | 2266 | Microsoft Office Specialist Training (1) |