

# 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>  <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>		
ENGL 109N Basic Composition II or higher-level course (4)		
<b>MATHEMATICS (3 CR)</b>		
BUSA 1180 Business Math (3)		
<b>PROGRAM REQUIREMENTS (26 CR)</b>		
BUSA 2210 Business Communications (3)		
BCIS 2110 Business Computer Applications (3)		
BCIS 2215 Excel (3)		
BUSA 2175 Professional Development (3)		
OA 2236 Administrative Procedures (3)		
OA 1103 Intro to Keyboarding(1)		
BUSA 1195 Introduction to Project Management (3)		
OA 2266 Microsoft Office Specialist Training(1) Pre-requisites: BCIS 249, BCIS 265, BCIS 225, BCIS 226		
BCIS 2220 Microsoft Word (3)		
BCIS 2210 Access (3)		
<b>TOTAL 33 CR</b>		
<b>ADVISOR APPROVAL</b>	<b>DATE</b>	

# EDUCATIONAL PLANNING FORM (Semester)

FALL SEMESTER	SPRING SEMESTER	SUMMER
<b>Total Units</b>	<b>Total Units</b>	<b>Total Units</b>
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## 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)
BUSA	1180	Business Math (3)
BCIS	2210	Business Communications (3)
BCIS	2215	Excel (3)
OA	1103	Intro. To Keyboarding (1)

### Second Semester (16 crs)

BCIS	2220	Microsoft Word (3)
BCIS	2210	Microsoft Access (3)
BUSA	2175	Professional Development (3)
OA	2236	Administrative Procedures (3)
BUSA	1195	Project Management (3)
OA	2266	Microsoft Office Specialist Training (1)