

**2020-2021****Office Management and Technologies**

Associate of Applied Science

**Krista Sutton or Ron Flury**

Faculty Advisor/Program Director

Student Name

Academic Advisor

**575.624.7213 or 575-624-7021**

Telephone Number

Student ID Number

Date

**Advisor's Notes/Recommendations:**

- This two-year course of study prepares students to be successful office managers in today's fast-paced, high tech office environments.
- In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.
- All lectures and corresponding labs must be taken simultaneously.
- Student must have an **ENMU Campus System** cumulative grade point average of 2.0 in order to meet graduation requirements.
- Submit a Graduation Application before the close of the semester preceding the expected completion date.

	Grade	Sem.		Grade	Sem.		Grade	Sem.
Writeplacer			ENG 096			ENG 098L		
Math	--	--	MATH 094/095			MATH 097/098		

Note \* Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
BUSA	1110	Introduction to Business	3 hrs.		
BCIS	1220	Introduction to MS Word	3 hrs.		
BCIS	1115	Introduction to Computers	3 hrs.		
		**Humanities or Creative & Fine Arts (V or VI)	3 hrs.		
ENTR	1110	Entrepreneurship	3 hrs.		
			<b>15 hrs.</b>		

Spring Semester			Credit Hours	Grade	Semester
ACCT	200	Basic Bookkeeping and Accounting	3 hrs.		
BCIS	1115	Introduction to Computers	3 hrs.		
BCIS	1750	Microsoft Outlook and Office Procedures	3 hrs.		
BCIS	1890	Introduction to IT Support	3 hrs.		
*ENGL	2210	Professional & Technical Communication	3 hrs.		
			<b>15 hrs.</b>		

Fall Semester			Credit Hours	Grade	Semester
BCIS	2450	Social Media Management	3 hrs.		
BCIS	2220	MS Word	3 hrs.		
BCIS	2120	Desktop Publishing	3 hrs.		
BCIS	2215	MS Excel	3 hrs.		
*MATH	1130	Survey of Mathematics	3 hrs.		
			<b>15 hrs.</b>		

Spring Semester			Credit Hours	Grade	Semester
BUSA	1210	Record Management	3 hrs.		

Please refer to the 2019-2020 Catalog for detailed degree plan information.

BCIS	2210	MS Access	3 hrs.		
BCIS	2230	MS Powerpoint	3 hrs.		
BCIS	2998	Internship	3 hrs.		
*MATH	1350	Introduction to Statistics	4 hrs.		
			<b>16 hrs.</b>		

<b>TOTAL HOURS REQUIRED FOR DEGREE</b>			<b>61 hrs.</b>		
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**\*Prerequisites:**

ENGL	2210	Professional & Technical Communication <i>Prerequisite: Satisfactory ACT scores or Placement Exam scores or ENG 096</i>
MATH	1130	Survey of Mathematics <i>Prerequisite: Satisfactory ACT scores or Placement Exam scores or MATH 097/098</i>
MATH	1350	Introduction to Statistics <i>Prerequisite: MATH 1130 or MATH 1215</i>

**\*\*ENMU-Roswell General Education**

- I. Communication
- II. Mathematics
- III. Laboratory Science
- IV. Social and Behavioral Sciences
- V. Humanities
- VI. Fine and Creative Arts

