2018-2019

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
BUS	151	Introduction to Business	3 hrs.		
CIT	101	Basic Computer Skills I	3 hrs.		
CIT	185	Introduction to Computer Information Systems	3 hrs.		
COMM	101	Interpersonal Communication	3 hrs.		
ENTR	101	Entrepreneurial Mindset	3 hrs.		
			15 hrs.		

Spring Semester			Credit Hours	Grade	Semester
ACCT	200	Basic Bookkeeping and Accounting	3 hrs.		
CIT	151	Basic Computer Skills II	3 hrs.		
CIT	175	Microsoft Outlook and Office Procedures	3 hrs.		
CIT	189	Introduction to IT Support	3 hrs.		
ENG	233	Technical Writing	3 hrs.		
			15 hrs.		

Fall Semester			Credit Hours	Grade	Semester
CIT	245	Social Media Management	3 hrs.		
CIT	263	Word Processing	3 hrs.		
CIT	264	Desktop Publishing	3 hrs.		
CIT	274	Spreadsheets	3 hrs.		
MATH	107	Intermediate Algebra	3 hrs.		
			15 hrs.		

Spring Semester			Credit Hours	Grade	Semester
CIT	250	Office Management & Record Keeping	3 hrs.		

CIT	284	Database Management	3 hrs.		
CIT	285	Presentation and Media	3 hrs.		
CIT	294	CIT Internship	3 hrs.		
STAT	213	Statistical Methods	4 hrs.		
			16 hrs.		

TOTAL HOURS REQUIRED FOR DEGREE	**61 hrs.**

*Prerequisites:

ENG	102	English Composition
		Prerequisite: Satisfactory ACT scores or Placement Exam scores or ENG 096
CIT	201	Business Communication
		Prerequisite: CIT 151 or equivalent or consent of instructor and ENG 102
CIT	221	Internet Technologies
		Prerequisite: CIT 185 or CIT 151
CIT	294	Business Education Internship
		Prerequisite: CIT 210