Inter American University of Puerto Rico
Aguadilla Campus
Business Administration Department

Sequential for the Associate of Arts Degree in Office Systems Administration

Students admitted, readmitted or with a change of concentration as of July 2018

Effective: July 2018

FIRST YEAR – FIRST SEMESTER

CODE	COURSE	CREDITS
OMSY 1101	Information Processing I	4
GEHS 2010	Historical Process of Contemporary Puerto Rico	3
GEEC 2000	Entrepreneurial Culture (Select one of the two courses)	
GEIC 1010	Information and Computing Technologies	3
GEEN 1101		3
GEEN 1201	English I (One of them according to the College Board results)	
GEEN 2311		
GESP 1101	Literature and Communication: Narrative and Poetry	3
TOTAL		16

FIRST YEAR – SECOND SEMESTER

CODE	COURSE	CREDITS
OMSY 1102	Information Processing II (Requirement: OMSY 1101)	4
OMSY 2060	Administration of Documents and Databases (Requirement: OMSY 1101)	4
GESP 1102	Literature and Communication: Essay and Theatre (Requirement: GESP 1101)	3
GEEN 1102		3
GEEN 1202	English II (One of them according to the results of the College Board)	
GEEN 2312	(Requirement: English I)	
GEMA 1000	Quantitative Reasoning	3
TOTAL		17

SECOND YEAR – FIRST SEMESTER

CODE	COURSE	CREDITS
OMSY 2000	Production of Business Documents (Requirement: OMSY 1102)	4
OMSY 2040	Electronic Spreadsheets (Requirement: OMSY 1101 or GEIC 1010)	3
OMSY 2233	Information Processing in Offices of Legal Affairs (Requirement: OMSY 1102)	3
OMSY 2250	Human Resources in the Organizational Environment	4
TOTAL		14

SECOND YEAR – SECOND SEMESTER

CODE	COURSE	CREDITS
OMSY 2240	Information Processing in Offices of Health Services (Requirement: OMSY 1101)	3
OMSY 3030	Business Communication in Spanish (Requirements: GESP 1102 and OMSY 1101 or GEIC 1010)	
OMSY 3040	Business Communication in English (Requirements: GEEN 1101 and OMSY 1101 or GEIC 1010) (Select one of the two courses)	3
OMSY 3080	Office Administration (Requirement: OMSY 1102)	3
GECF 1010	Introduction to the Christian Faith	3
TOTAL		12

DEGREE REQUIREMENTS	CREDITS
General Education Requirements	24
Specific Concentration Requirements	35
TOTAL	59

Two (2) consecutive English courses are required, 1101, 1201 or 2311 for English I and 1102, 1202 or 2312 for English II. Students will be placed in the courses according to their score on the College Board English exam or its equivalent.

For students whose vernacular is not Spanish, GESP 1021 courses will be required, GESP 1022 y GESP 2023.

General Education Requirements – 24 crs.

GEEN English
GECF 1010 Introduction to the Christian Faith
GEIC 1010 Information and Computing Technologies
GEHS 2010 Historical Process of Contemporary Puerto Rico
or
GEEC 2000 Entrepreneurial Culture

Concentration Requirements – 35 credits (pass with a minimum grade of C)

OMSY 1101 Information Processing I
OMSY 1102 Information Processing II
OMSY 2000 Production of Business Documents
OMSY 2040 Electronic Spreadsheet
OMSY 2060 Document and Database Management
OMSY 2233 Information Processing in Offices of Legal Affairs
OMSY 2240 Information Processing in Offices of Health Service
OMSY 2250 Human Resources in the Organizational Environment
OMSY 3030 Business Communication in Spanish
       -or -
OMSY 3040 Business Communication in English

OMSY 3080 Office Administration

Note: All students must comply with all the requirements in the General Catalog available on the website aguadilla.inter.edu. The official evaluation of the student is conducted by the Registrar's Office after the graduation fee has been paid. Students of the Department of Economic and Administrative Sciences must pass the concentration courses with a minimum grade of "C".