



Inter American University of Puerto Rico
Aguadilla Campus
Business Administration Department

Sequential for the Bachelor 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
GEEN 1101	English I (Take one of them according to the College Board results)	3
GEEN 1201		
GEEN 2311		
GESP 1101	Literature and Communication: Narrative and Poetry	3
GEHS 2010	Historical Process of Contemporary Puerto Rico	3
GEIC 1010	Information and Computing Technologies	3
TOTAL		16

FIRST YEAR – SECOND SEMESTER

CODE	COURSE	CREDITS
OMSY 1010	Speed Writing in Spanish (Requirement: GESP 1101)	3
OMSY 1102	Information Processing II (Requirement: OMSY 1101)	4
GESP 1102	Literature and Communication: Essay and Theatre (Requirement: GESP 1101)	3
GEEN 1102	English II (Take one of them according to the College Board results) (Requirement: English I)	3
GEEN 1202		
GEEN 2312		
GEMA 1000	Quantitative Reasoning	3
TOTAL		16

SECOND YEAR – FIRST SEMESTER

CODE	COURSE	CREDITS
OMSY 2000	Production of Business Documents (Requirement: OMSY 1102)	4
OMSY 2040	Electronic Spreadsheet (Requirements: OMSY 1101 and GEIC 1010)	3
GEEC 1103	English III (One of them according to the results of the College Board) (Requirement: English II)	3
GEEC 1203		
GEEN 2313		
GECF 1010	Introduction to the Christian Faith	3
GESP 2203	Literature and World View (Requirement: GESP 1102)	3
TOTAL		16

SECOND YEAR – SECOND SEMESTER

CODE	COURSE	CREDITS
OMSY 2060	Administration of Documents and Databases (Requirement: OMSY 1101)	4
OMSY 2240	Information Processing in Offices of Health Service (Requirement: OMSY 1101)	3
OMSY 2250	Human Resources in the Organizational Environment	3
BADM 1900	Fundamentals of Business Management	3
GEPE 3010	Art Appreciation	3
GEPE 3020	Music Appreciation	
GEPE 3030	Theatre Appreciation (Select one of three courses)	
TOTAL		16

THIRD YEAR – FIRST SEMESTER

CODE	COURSE	CREDITS
OMSY 2233	Information Processing in Offices of Legal Affairs	4
OMSY 3030	Business Communication in Spanish (Requirements: GESP 1102 and OMSY 1101 or GEIC 1010)	3
OMSY 3040	Business Communication in English (Requirements: GEEN 1101 and OMSY 1101 or GEIC 1010) (Select one of the two courses)	
ACCT 1161	Introduction to Financial Accounting	4
GEHP 3000	Integral Health and Quality of Life	3
TOTAL		14

THIRD YEAR – SECOND SEMESTER

CODE	COURSE	CREDITS
OMSY 3000	Health Services Billing (Requirement: OMSY 2240)	3
OMSY 3050	Graphic Art Design for Offices (Requirement : OMSY 2000)	3
OMSY 3500	Interactive Business Communication in English (Requirements: English III or equivalent)	3
GEEC 2000	Entrepreneurial Culture	3
GEST 2020	The Natural Environment and the Human Being	3
GEST 2030	Technology & Environment (Select one of the two courses)	
TOTAL		15

FOURTH YEAR – FIRST SEMESTER

CODE	COURSE	CREDITS
OMSY 3080	Office Administration (Requirement: OMSY 1102)	3
OMSY 4010	Integration of Application Programs in Office Administration (Requirements: OMSY 2000, OMSY 2040, OMSY 2060, OMSY 3050)	3
OMSY 4500	Telecommunications in the Office (Requirement: OMSY 2000)	3
OMSY 4920	Training Design and Administration	3
GEPE 4040	Ethics and Social Responsibility	3
TOTAL		15

FOURTH YEAR – SECOND SEMESTER

CODE	COURSE	CREDITS
OMSY 4910	Professional Practicum (Requirements: Have passed OMSY 3000 level courses. Take concurrently with OMSY 4970)	3
OMSY 4970	Integration Seminar (Requirements: Have passed the OMSY 3000 level courses. Take concurrently with OMSY 4910)	3
ELECTIVE COURSE		3
GEHS 3020	Global Society	3
GEPE 4040	Ethics and Social Responsibility	3
TOTAL		15

DEGREE REQUIREMENTS	CREDITS
General Education Requirements	48
Concentration Requirements	62
Related Requirements	7
Elective Courses	3
TOTAL	120

Concentration Requirements – 62 credits (pass with a minimum grade of C)

OMSY 1010 Speed Writing in Spanish
 OMSY 1101 Information Processing I
 OMSY 1102 Information Processing II
 OMSY 2000 Production of Business Documents
 OMSY 2040 Electronic Spreadsheet
 OMSY 2060 Administration of Document and Databases
 OMSY 2233 Information Processing in Offices of Legal Affairs
 OMSY 2240 Information Processing in Offices of Health Services
 OMSY 2250 Human Resources in the Organizational Environment
 OMSY 3000 Health Services Billing
 OMSY 3030 Business Communication in Spanish or
 OMSY 3040 Business Communication in English
 OMSY 3050 Graphic Art Design for Offices
 OMSY 3080 Office Administration
 OMSY 3500 Interactive Business Communication in English
 OMSY 4010 Integration of Application Programs in Office Administration
 OMSY 4500 Telecommunications in the Office
 OMSY 4910 Professional Practicum
 OMSY 4920 Design and Administration of Training
 OMSY 4970 Integration Seminar

Related Requirements – 7 credits (pass with minimum grade of C)

Elective Courses – 3 credits (check with your academic advisor)

The student may select courses from any program of study but must meet the requirements of the selected course or take courses without prerequisites.

PRACTICUM:

The Professional Practice course may be validated to students who request it and demonstrate that they have satisfactorily complied with the established requirements. The University will validate only the experience that corresponds to the requirement of the degree that the student expects to obtain from the Institution. This validation will be subject to the student to:

1. Submit a formal request to the Director of the Department showing evidence that you have worked continuously for a minimum of three years in a position equal to or equivalent to an office administrator.
2. Submit a portfolio evidencing:
 - a. Years of experience
 - b. period of time you were employed
 - c. Position(s) Occupied
 - d. Task Description
 - e. Equipment Used
 - f. Copy of evaluations received
 - g. Work that evidences skills developed in the position occupied
 - h. any other evidence of your professional performance during the time of employment
3. Go through an interview, which will be coordinated by the Department Chair along with faculty members.
4. Pay 50% of the tuition fee for the OMSY 4910 – Professional Practice course.

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".