



Inter American University of Puerto Rico
Aguadilla Campus
Department of Economic and Administrative Sciences

Sequential Associate of Applied Science 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	CRS.
OMSY 1101	Information Processing Skills 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 Computer Technology	3
GEEN 1101	English I (One of them according to the College Board results)	3
GEEN 1201		
GEEN 2311		
GESP 1101	Literature and Communication: Narrative and Poetry	3
TOTAL		16

FIRST YEAR – SECOND SEMESTER

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

SECOND YEAR – FIRST SEMESTER

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

SECOND YEAR – SECOND SEMESTER

CODE	COURSE	CRS.
OMSY 2240	Health Services Information Processing (Requirement: OMSY 1101)	3
OMSY 3030 OMSY 3040	Business Communication in Spanish (Requirements: GESP 1102 and OMSY 1101 or GEIC 1010) Business Communication in English (Requirements: GEEN 1101 and OMSY 1101 or GEIC 1010) (Select one of the two courses)	3
OMSY 3080	Office Systems 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 CEEB 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 Inglés
 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 Legal Affairs Offices
 OMSY 2240 Information Processing in Health Service Offices
 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".