



INTER AMERICAN UNIVERSITY OF PUERTO RICO
GUAYAMA CAMPUS
Department of Administration and Business Development

Associate of Arts Degree in Office Systems Administration (090)

Requirements for the Associate of Arts Degree in Office Systems Administration

<i>Requisitos de Concentración</i>	<i>35 credits</i>
<i>Requisitos de Educación General</i>	<i>24 credits</i>
Total	59 credits

Name: _____

Student Number: _____

FIRST YEAR – FIRST SEMESTER				
CODE AND NUMBER	COURSE	CRS	APPROVED	PROGRESS
OMSY 1101	Information Processing I	4		
GEEN 1101	English as a Second Language I: Oral Communication	3		
GEEN 1201	English Communication I			
GEEN 2311	Reading and Writing			
GESP 1101	Literature and Communication: Narrative and Poetry	3		
GEHS 2010	Historical Process of Contemporary Puerto Rico or	3		
GEEC 2000	Entrepreneurial Culture			
GEIC 1010	Information And Computing Technologies	3		
TOTAL		16		
FIRST YEAR – SECOND SEMESTER				
OMSY 1102	Information Processing II (Req OMSY 1101)	4		
OMSY 2060	Administration of Documents and Databases (Req. OMSY 1101)	4		
GEMA 1000	Quantitative Reasoning	3		
GEEN 1102	English as a Second Language II: Reading (Req.: GEEN 1101, 1201 or 2311)	3		
GEEN 1202	English Communication II			
GEEN 2312	Literature and Writing			
GESP 1102	Literature and Communication: Essay and Theatre (Req.: GESP 1101)	3		
TOTAL		17		
SECOND YEAR – FIRST SEMESTER				
OMSY 2000	Production of Business Documents (Req.: OMSY 1102)	4		
OMSY 2040	Electronic Spreadsheets (Req.: OMSY 1101, GEIC 1010)	3		
OMSY 2233	Information Processing in Offices of Legal Affairs (Req. OMSY 1102)	4		
OMSY 2250	Human Resources in the Organizational Environment	3		
TOTAL		14		
SECOND YEAR – SECOND SEMESTER				
OMSY 2240	Information Processing in Offices of Health Services (Req. OMSY 1101)	3		
OMSY 3030 or OMSY 3040	Business Communication in Spanish (Reqs: GESP 1102 or GEIC 1010) Business Communication in English (Reqs: GEEN 1102 or GEIC 1010)	3		
OMSY 3080	Office Administration (Req. OMSY 1102)	3		
GECE 1010	Introduction to the Christian Faith	3		
TOTAL		12		

Validity: August 2018

Revised: July 2021