



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

**Plan of Study in Bachelor of Arts  
in Office Systems Administration (249)**

*Requirements for the Bachelor of Arts Degree in Office Systems Administration*

<i>General Education Requirements</i>	<i>48 credits</i>
<i>Major Requirements</i>	<i>62 credits</i>
<i>Related Requirements</i>	<i>7 credits</i>
<i>Elective Courses</i>	<i><u>3 credits</u></i>
<b>Total</b>	<b>120 credits</b>

Name: \_\_\_\_\_

Student number: \_\_\_\_\_

FIRST YEAR – FIRST SEMESTER				
CODE AND NUMBER	COURSE	CRS	APPROVED	PROGRESS
OMSY 1101	Information Processing I	4		
OMSY 2250	Human Resources in the Organizational Environment	3		
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		
GEIC 1010	Information And Computing Technologies	3		
<b>TOTAL</b>		<b>16</b>		
FIRST YEAR – SECOND SEMESTER				
OMSY 1010	Speed Writing in Spanish	3		
OMSY 1102	Information Processing II (Req OMSY 1101)	4		
GEMA 1000	Quantitative Reasoning	3		
GEEN 1102	English as a Second Language II: Reading (Req.: GEEN 1101, 1201 ó 2311)	3		
GEEN 1202	English Communication II			
GEEN 2312	Literature and Writing			
GESP 1102	Literature and Communication: Essay and Theatre (Req.: GESP 1101)	3		
<b>TOTAL</b>		<b>16</b>		
SECOND YEAR – FIRST SEMESTER				
OMSY 2000	Production of Business Documents (Req. OMSY 1102)	4		
OMSY 2040	Electronic Spreadsheets (Req. OMSY 1101, GEIC 1010)	3		
GECF 1010	Introduction to the Christian Faith	3		
GEEN 1103	English as a Second Language III: Writing (Req.: GEEN 1102, 1202 ó 2312)	3		
GEEN 1203	English Communication III			
GEEN 2313	Research and Writing			
GESP 2203	Literature and World View (Req. GESP 1102)	3		
<b>TOTAL</b>		<b>16</b>		
SECOND YEAR – SECOND SEMESTER				
OMSY 2060	Administration of Documents and Databases (Req. OMSY 1101)	4		
OMSY 2240	Information Processing in Offices of Health Services (Req. OMSY 1101)	3		
GEHS 2010	Historical Process of Contemporary Puerto Rico	3		
BADM 1900	Fundamentals of Business Management	3		
GEPE 3010	Art Appreciation	3		
GEPE 3020	Music Appreciation			
GEPE 3030	Theatre Appreciation			
<b>TOTAL</b>		<b>16</b>		

<b>THIRD YEAR – FIRST SEMESTER</b>				
<b>CODE AND NUMBER</b>	<b>COURSE</b>	<b>CRS</b>	<b>APPROVED</b>	<b>PROGRESS</b>
OMSY 2233	Information Processing in Offices of Legal Affairs (Req. OMSY 1102)	4		
OMSY 3030	Business Communication in Spanish (Reqs: GESP 1102 or GEIC 1010)	3		
OMSY 3040	Business Communication in English (Reqs: GEEN 1102 or GEIC 1010)			
ACCT 1161	Introduction to Financial Accounting	4		
GEHP 3000	Integral Health and Quality of Life	3		
<b>TOTAL</b>		<b>14</b>		
<b>THIRD YEAR – SECOND SEMESTER</b>				
OMSY 3000	Health Services Billing (Req. OMSY 2240)	3		
OMSY 3050	Graphic Art Design for Offices (Req. OMSY 2000)	3		
OMSY 3500	Interactive Business Communication in English (Req. GEEN 1103)	3		
GEEC 2000	Entrepreneurial Culture	3		
GEST 2020	The Natural Environment and the Human Being	3		
GEST 2030	Technology and Environment			
<b>TOTAL</b>		<b>15</b>		
<b>FOURTH YEAR – FIRST SEMESTER</b>				
OMSY 3080	Office Administration (Req. OMSY 1102)	3		
OMSY 4010	Integration of Application Programs in Office Administration (Reqs. OMSY 2000, 2040, 2060, 3050)	3		
OMSY 4500	Telecommunications in the Office (Req. OMSY 2000)	3		
OMSY 4920	Design and Administration of Training	3		
GEPE 4040	Ethics and Social Responsibility	3		
<b>TOTAL</b>		<b>15</b>		
<b>FOURTH YEAR – SECOND SEMESTER</b>				
OMSY 4910	Professional Practicum (Req. OMSY level 3000 and concurrent OMSY 4970)	3		
OMSY 4970	Integration Seminar (Req. OMSY level 3000 and concurrent OMSY 4910)	3		
GEHS 3020	Global Society	3		
GEHS 3050	Human Formation, Society, and Culture			
GEHS 4020	Ancient and Medieval Western Civilization			
GEHS 4030	Modern and Contemporary Western Civilization			
	Elective course	3		
<b>TOTAL</b>		<b>12</b>		
<b>TOTAL OF CREDITS</b>		<b>120</b>		

Validity: August 2017

Revised: July 2018