

**ENMU-ROSWELL AAS OFFICE MANAGEMENT & TECHNOLOGIES**  
**ENMU-PORTALES BAAS BUSINESS COMPUTER INFORMATION SYSTEMS**  
**Academic Year 2023 - 2024**

**Associate of Applied Science in Office Management & Technologies at ENMU-Roswell (Minimum 61 Credit Hours)**

Subject	Number	Title	Credit Hours	Subject	Number	Title	Credit Hours
BUSA	1110	Introduction to Business	3	BCIS	2450	Social Media Management	3
BCIS	1110	Fundamentals of Info Literacy & Systems	3	BCIS	2220	MS Word	3
BCIS	1220	Introduction to MS Word	3	BCIS	2120	Desktop Publishing	3
BCIS	1115	Introduction to Computers	3	BCIS	2215	MS Excel	3
ENTR	1110	Entrepreneurship	3	MATH	1130 or 1220	Survey of Math -OR- College Algebra	3
ACCT	200	Basic Bookkeeping and Accounting	3	BCIS	2210	MS Access	3
BCIS	1750	MS Outlook and Office Procedures	3	BCIS	2230	MS Powerpoint	3
BCIS	1890	Introduction to IT Support	3	BCIS	2998	Internship	3
BUSA	1210	Record Management	3	MATH	1350	Introduction to Statistics	4
ENGL	2210	Professional & Technical Communications	3	*	*	Any Humanity or Creative & Fine Arts	3
<b>Total Hours</b>							<b>61</b>

**Courses That Can Be Completed at Either Institution**

	Subject	Number	Title	Credit Hours
<p>These required courses may be completed at either ENMU-Roswell (recommended) or at ENMU-Portales. A grade of C or better is necessary for these courses.</p> <p>Students must complete the General Education requirement (31-33 hours per New Mexico State Code) for award of any bachelor degree in New Mexico. Recommend that students complete AA/AS GenEd requirements at ENMU-U.</p>	BLAW	2110	Business Law I	3

**Bachelor of Applied Arts and Science in Business Computer Information Systems at ENMU-Portales**

Subject	Number	Title	Credit Hours	Subject	Number	Title	Credit Hours
BCIS	301	Information Systems for Managers	3		3xx/4xx	Upper-Division Diversity/Global requirement	3
BCIS	315	E-Business Strategy	3				
BCIS	316	Cyber Security & Ethics	3	*	*	Electives if needed for BAAS requirements	Var.
BCIS	460	Project Management	3				

<b>Minimum GPA Requirement</b>	<b>2.0</b>	<b>ENMU-Roswell AAS in Office Management &amp; Technologies</b>	<b>61</b>
<b>Minimum hours of Upper-Division Courses for BAAS Degree</b>	<b>min. 18</b>	<b>Certificate of Completion Core Curriculum (GenEd Complete)</b>	<b>15-16</b>
<b>Minimum hours taken from ENMU-Portales (final 30 of 60)</b>	<b>30</b>	<b>ENMU-Portales BAAS in Business Computer Information Systems</b>	<b>30</b>
<b>Minimum hours for BAAS (Transferred + ENMU-Portales)</b>	<b>120</b>	<b>Electives if needed to meet BAAS degree requirements</b>	<b>Var.</b>
<b>Total: Minimum 120 Hours</b>			