

**AAS IN OFFICE MANAGEMENT & TECHNOLOGIES
ENMU-PORTALES (2023-2025)
BAAS IN BUSINESS COMPUTER INFORMATION SYSTEMS**

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

Courses That Can Be Completed at Either Institution							
				Subject	Number	Title	Credit Hours
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.				BLAW	2110	Business Law I	3
				BCIS	2217	MS Excel	3
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.							

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				

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

Total: Minimum 120 Hours