

**ENMU-ROSWELL (2023-2024)**  
**AAS IN OFFICE MANAGEMENT AND TECHNOLOGIES**  
**ENMU-PORTALES (2023-2025)**  
**BAAS IN BUSINESS**

Associate of Applied Science in Office Management and Technologies at ENMU-Ruidoso (61 credit hours)							
Subject	Number	Title	Credit Hours	Subject	Number	Title	Credit Hours
ACCT	200	Basic Bookkeeping & Accounting	3	BCIS	2230	MS Powerpoint	3
BCIS	1110	Fundamentals of Info Literacy & Systems	3	BCIS	2450	Social Media Management	3
BCIS	1115	Introduction to Computers	3	BCIS	2998	Internship	3
BCIS	1220	Introduction to MS Word	3	BUSA	1110	Introduction to Business	3
BCIS	1750	Microsoft Outlook & Office Procedures	3	BUSA	1210	Record Management	3
BCIS	1890	Introduction to IT Support	3	ENGL	2210	Professional & Technical Communications	3
BCIS	2120	Desktop Publishing	3	ENTR	1110	Entrepreneurship	3
BCIS	2210	MS Access	3	MATH	1130	Survey of Mathematics	3
BCIS	2215	MS Excel	3	MATH	1350	Introduction to Statistics	4
BCIS	2220	MS Word	3	*	*	Any Gen. Ed. Humanities 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-Ruidoso (recommended) or at ENMU-Portales. A grade of C or better is necessary for these courses.				ECON	1110	Survey of Economics	3
				BLAW	2110	Business Law I (Required for BAAS)	3
				ACCT	2110	Principles of Accounting I	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.				BFIN	2110	Intro to Finance	3
				MGMT	2110	Principles of Management	3
				MKTG	2110	Principles of Marketing	3

Bachelor of Applied Arts and Science in Business at ENMU-Portales							
Subject	Number	Title	Credit Hours	Subject	Number	Title	Credit Hours
*	*	Complete any five upper-division (300-/400-level) College of Business elective 3-hour courses.	15	*	*	Electives as needed to fulfill BAAS minimum requirements.	Var.

<b>Minimum GPA Requirement</b>	<b>2.0</b>	<b>Minimum hours for ENMU-Ruidoso AAS in Office Management</b>	<b>61</b>
<b>Minimum hours of New Mexico General Education</b>	<b>31-33</b>	<b>Minimum hours taken from ENMU-Portales (final 30 of 60)</b>	<b>30</b>
<b>Minimum hours of Upper-Division Courses</b>	<b>18</b>	<b>Minimum hours for BAAS (Transferred + ENMU-Portales)</b>	<b>120</b>