



**ENMU-ROSWELL (2024-2025)**  
**ASSOCIATE OF APPLIED SCIENCE IN OFFICE MANAGEMENT**  
**ENMU-PORTALES (2023-2025)**  
**BACHELOR OF APPLIED ARTS AND SCIENCE**  
**IN BUSINESS COMPUTER INFORMATION SYSTEMS**

Associate of Applied Science in Office Management & Technologies at ENMU-Roswell (Minimum 61 Credit Hours)							
Subject	No.	Title	Hours	Subject	No.	Title	Hours
Communication Gen Ed (recommend ENGL 2210)			3	BCIS	1750	MS Outlook and Office Procedures (VOTR)	3
Mathematics Gen Ed (recommend MATH 1170)			3	BCIS	1890	Introduction to IT Support	3
Social-Behavioral Sci Gen Ed (recommend BUSA 1110)			3	BCIS	2120	Desktop Publishing (VOTR)	3
Humanities/Fine Arts/AAS Gen Ed (recommend BCIS 1115 & SPAN 1110)			6	BCIS	2210	MS Access (VOTR)	3
MATH	1350	Intro to Statistics	4	BCIS	2215	MS Excel (VOTR)	3
BUSA	1210	Record Management (VOTR)	3	BCIS	2220	MS Word (VOTR)	3
ALAS	1825	Career & Financial Literacy	3	BCIS	2230	MS Powerpoint (VOTR)	3
ACCT	200	Basic Bookkeeping and Accounting (VOTR)	3	BCIS	2450	Social Media Management	3
BCIS	1110	Fundamentals of Info Literacy & Systems	3	BCIS	2998	Internship (VOTR)	3
BCIS	1220	Intro to MS Word (VOTR)	3				

Courses That Can Be Completed at Either Institution			
	Subject	No.	Title
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
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-R.			Gen Ed Courses to meet 31-33 hours (NM requirement)

Bachelor of Applied Arts and Science in Business Computer Information Systems at ENMU-Portales							
Subject	No.	Title	Hours	Subject	No.	Title	Hours
Upper-Division Diversity/Global course			3			Complete any one upper-division (300-/400-level) College of Business cou	3
BCIS	301	Information Systems for Managers	3			<b>Note: Some courses may have prerequisites. Check catalog or discuss with advisor.</b>	
BCIS	315	E-Business Strategy	3				
BCIS	316	Cyber Security & Ethics	3				
BCIS	460	Project Management	3			Electives to meet BAAS degree requirements *	Var.

Minimum GPA Requirement: 2.0			
Minimum hours of General Education Courses	31 *	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 *	Upper-Division Diversity/Global Course Requirement	3 *
Minimum hours for BAAS (Transferred + ENMU-Portales)	120 *	ENMU-Portales BAAS in Business Computer Information Systems	30
<b>* BAAS Degree Requirements</b>			<b>Total: Minimum 120 Hours</b>