

**SISTEMA UNIVERSITARIO ANA G. MENDEZ
UNIVERSIDAD DEL ESTE
SCHOOL FOR PROFESSIONAL STUDIES**

**BACHELOR OF SCIENCE IN OFFICE SYSTEMS--MAJOR: ADMINISTRATIVE SECRETARY (BS)
DEGREE REQUIREMENTS**

GENERAL EDUCATION COURSES (42 CREDITS)

COURSE	CRS	TR	UNE	Pre req.	COURSE	CRS	TR	UNE	Pre req.
SPAN 101 Basic Spanish I*	3				SPAN 102 Basic Spanish II	3			SPAN 101
ENGL 103 Inter. Basic English I*	3				ENGL 104 Inter. Basic English II	3			ENGL 103
SOSC 101 Intro. to Social Sciences I	3				SOSC 102 Intro. to Social Sciences II	3			SOSC 102
HUMA 101 Intro. to Western Civilization I	3				HUMA 102 Intro. to Western Civilization II	3			HUMA 101
BIOL 250 Environmental Sciences	3				MATH 105 Basic Mathematics	3			None
BIOL 101 Intro. to Biological Sciences I	3				BIOL 102 Intro. to Biological Sciences II	3			BIOL 102
HIST _____ History Elective	3				HIST _____ History Elective	3			None

CORE/PROFESSIONAL COURSES (49 CREDITS)

COURSE	CRS	TR	UNE	Pre req.	COURSE	CRS	TR	UNE	Pre req.
ENGL 211 Business English	3			ENGL 104	ENGL 212 Business English II	3			ENGL 211
SPAN 201 Business Spanish I	3			SPAN 102	SPAN 202 Business Spanish II	3			SPAN 201
OFAS 121 Basic Keyboarding I	4			None	OFAS 122 Basic Keyboarding II	4			OFAS 121
OFAS 125 Secretarial Accounting	3			None	OFAS 291 Modern Office Procedures	3			OFAS 122
OFAS 221 Word Processing I	4			OFAS 121, OFAS 122	OFAS 222 Word Processing II	4			OFAS 221
OFAS 300 Document Generation	3			OFAS 221 SPAN 102	OFAS 290 Records Management	3			None
OFAS 303 Document Production	3			OFAS 221	OFAS 491 Administrative Office Procedures	3			OFAS 221 125, 291
LIAR 100 Formal Integral Develop.	3								

MAJOR COURSES (28 CREDITS)

COURSE	CRS	TR	UNE	Pre req.	COURSE	CRS	TR	UNE	Pre req.
OFAS 104 Speed Writing	3				OFAS 301 Introduction to Telecommunications	3			OFAS 221
OFAS 204 Speed Writing Transcription	3			OFAS 104, 122	OFAS 306 Software Apps. in Word Processing, Graphics Presentations and Editing	3			OFAS 221
OFAS 208 Management Applications in Office Automation	3			OFAS 122	OFAS 323 Spreadsheets and Database Applications	3			OFAS 122, 125
OFAS 230 Machine Transcription	3			OFAS 221 SPAN 202, ENGL 211	OFAS 324 Preparation of Workshop Training	3			OFAS 306, 323, 491
OFAS 492 Office Internship** ** <i>Minimum of 15 hrs. per week.</i>	4			OFAS 222 290,491					

ELECTIVE COURSES (6 CREDITS)

COURSE	CRS	TR	UNE	Pre req.	COURSE	CRS	TR	UNE	Pre req.
	3					3			
Total Number of Credits	125								

Language skills will be assessed with a placement test. Additional language courses may be needed according to the student's proficiency. The student must complete the following courses with a minimum of "C". OFAS 121, 122, and 221.

LIAR 100 must be taken within first semester of enrollment.