

Bachelor of Arts Degree in Office Systems Administration (Code No. 249)

http://metro.inter.edu/ (General Catalog 2020-2021)

Tel. (787) 250-1912 Exts. 2285, 2493, 2311 o 2149

Name: _____

Student Number: _____

REQUIREMENTS	
General Education Requirements	48 credits
Major Requirements	62 credits
Related Requirements	7 credits
Elective Courses	3 credits
Total	120 credits

In the English curriculum the student will take one of the following sequences, according to the College Board score:	
¹ Level 1 Elementary (440 or less)	GEEN 1101, GEEN 1102, GEEN 1103
² Level 2 Intermediate (441 to 580)	GEEN 1201, GEEN 1202, GEEN 1203
³ Level 3 Advanced (581 or more)	GEEN 2311, GEEN 2312, GEEN 2313
⁴ Three (3) consecutive Spanish courses are required. Students whose native language is not Spanish will be required to take GESP 1021, GESP 1022 and GESP 2023.	

All students must comply with the requirements of the General Catalogue available at www.metro.inter.edu
 Students' official evaluation is made on the Register Office after paying the required fees. Students must approve the business core and major courses with a minimum of a "C" grade.

FIRST YEAR

FIRST SEMESTER				
Course	Course Title	Credits	Requirement	Grade
¹ GEEN 1101	¹ English as a Second Language I: Oral Communication	3		
² GEEN 1201	² English Communication I			
³ GEEN 2311	³ Reading and Writing			
GESP 1101	Literature and Communication: Narrative and Poetry	3		
⁴ GESP 1021	⁴ Basic Spanish as a Foreign Language			
GEIC 1010	Information and Computing Technologies	3		
GEMA 1000	Quantitative Reasoning	3		
OMSY 1101	Information Processing I	4	(Requires 60 hours of lecture-lab)	
Total		16		

SECOND SEMESTER				
Course	Course Title	Credits	Requirement	Grade
¹ GEEN 1102	¹ English as a Second Language II: Reading	3	¹ GEEN 1101	
² GEEN 1202	² English Communication II		² GEEN 1201	
³ GEEN 2312	³ Literature and Writing		³ GEEN 2311	
GESP 1102	Literature and Communication: Essay and Theatre	3	GESP 1101	
⁴ GESP 1022	⁴ Intermediate Spanish as a Foreign Language		⁴ GESP 1021	
OMSY 1102	Information Processing II	4	OMSY 1101 (Requires 60 hours of lecture-lab)	
BADM 1900	Fundamentals of Business Management	3		
ACCT 1161	Introduction to Financial Accounting	4		
Total		17		

SECOND YEAR

FIRST SEMESTER				
Course	Course Title	Credits	Requirement	Grade
¹ GEEN 1103	English as a Second Language III: Writing	3	¹ GEEN 1102	
² GEEN 1203			² GEEN 1202	
³ GEEN 2313			³ GEEN 2312	
GESP 2203	Literature and World View	3	GESP 1102	
⁴ GESP 2023	⁴ Advanced Spanish as a Foreign Language		⁴ GESP 1102 or its equivalent	
OMSY 1010	Speed Writing in Spanish	3	GESP 1101	
OMSY 2000	Production of Business Documents	4	OMSY 1102 (Requires 60 hours of lecture-lab)	
GEEC 2000	Entrepreneurial Culture	3		
Total		16		

SECOND SEMESTER				
Course	Course Title	Credits	Requirement	Grade
GEHS 2010	Historical Process of Contemporary Puerto Rico	3		
GEPE 3010	Art Appreciation	Choose one course of 3 credits		
GEPE 3020	Music Appreciation			
GEPE 3030	Theatre Appreciation			
OMSY 2060	Administration of Documents and Databases	4	OMSY 1101 (Requires 60 hours of lecture-lab)	
OMSY 2040	Electronic Spreadsheets	3	OMSY 1101 or GEIC 1010 (Requires 45 hours of lecture-lab)	
GECF 1010	Introduction to the Christian Faith	3		
Total		16		

THIRD YEAR

FIRST SEMESTER				
Course	Course Title	Credits	Requirement	Grade
GEHS 3020	Global Society Human Formation, Society, and Culture	Choose one course of 3 credits		
GEHS 4020			Ancient and Medieval Western Civilization	
GEHS 4030			Modern and Contemporary Western Civilization	
OMSY 2233	Information Processing in Offices of Legal Affairs	4	OMSY 1102 (Requires 60 hours of lecture-lab)	
OMSY 2240	Information Processing in Offices of Health Services	3	OMSY 1101 (Requires 45 hours of lecture-lab)	
GEPE 4040	Ethics and Social Responsibility	3		
GEHP 3000	Integral Health and Quality of Life	3		
Total		16		

SECOND SEMESTER				
Course	Course Title	Credits	Requirement	Grade
GEST 2020	The Natural Environment and the Human Being [*] Technology and Environment (Only for students studying for the Bachelor of Arts in Secondary Education in Biology or Chemistry).	Choose one course of 3 credits		
[*] GEST 2030				
OMSY 2250	Human Resources in the Organizational Environment	3		
OMSY 3000	Health Services Billing	3	OMSY 2240 or OMSY 2400 and OMSY 2500	
OMSY 3080	Office Administration	3	OMSY 1102	
OMSY 3500	Interactive Business Communication in English	3	GEEN 1103 or its equivalent	
Total		15		

FOURTH YEAR

FIRST SEMESTER				
Course	Course Title	Credits	Requirement	Grade
OMSY 4010	Integrated Application Programs in Office Administration	3	OMSY 2000, OMSY 2040, OMSY 2060, OMSY 3050.	
OMSY 4500	Telecommunications in the Office	3	OMSY 2000 (Requires 45 hours of lecture-lab)	
OMSY 3030 or OMSY 3040	Business Communication in Spanish or Business Communication in English	Choose one course of 3 credits	OMSY 3030: GESP 1102 and OMSY 1101 or GEIC 1010 or OMSY 3040: GEEN 1101 or equivalent and OMSY 1101 or GEIC 1010	
OMSY 3050	Graphic Art Design for Offices	3	OMSY 2000	
OMSY 4920	Design and Administration of Trainings	3		
Total		15		

SECOND SEMESTER				
Course	Course Title	Credits	Requirement	Grade
OMSY 4910	Professional Practicum	3	Requires 180 hours of practice. Prerequisites: Have passed the OMSY courses at the 3000 level. Corequisite OMSY 4970	
OMSY 4970	Integration Seminar	3	Have passed the OMSY courses at the 3000 level. Corequisite: OMSY 4910.	
_____	Elective Courses	3		
Total		9		