

Associate of Arts Degree in Office Systems Administration (Code No. 090)

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	24 credits
Major Requirements	35 credits
<b>Total</b>	<b>59 credits</b>

In the English curriculum the student will take one of the following sequences, according to the College Board score:	
<sup>1</sup> Level 1 Elementary (440 or less)	GEEN 1101, GEEN 1102, GEEN 1103
<sup>2</sup> Level 2 Intermediate (441 to 580)	GEEN 1201, GEEN 1202, GEEN 1203
<sup>3</sup> Level 3 Advanced (581 or more)	GEEN 2311, GEEN 2312, GEEN 2313
<sup>4</sup> 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](http://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
<sup>1</sup> GEEN 1101	<sup>1</sup> English as a Second Language I: Oral Communication	3		
<sup>2</sup> GEEN 1201	<sup>2</sup> English Communication I			
<sup>3</sup> GEEN 2311	<sup>3</sup> Reading and Writing			
GESP 1101	Literature and Communication: Narrative and Poetry	3		
<sup>4</sup> GESP 1021	<sup>4</sup> 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.	
<b>Total</b>		<b>16</b>		

SECOND SEMESTER				
Course	Course Title	Credits	Requirement	Grade
<sup>1</sup> GEEN 1102	<sup>1</sup> English as a Second Language II: Reading	3	<sup>1</sup> GEEN 1101	
<sup>2</sup> GEEN 1202	<sup>2</sup> English Communication II		<sup>2</sup> GEEN 1201	
<sup>3</sup> GEEN 2312	<sup>3</sup> Literature and Writing		<sup>3</sup> GEEN 2311	
GESP 1102	Literature and Communication: Essay and Theatre	3	GESP 1101	
<sup>4</sup> GESP 1022	<sup>4</sup> Intermediate Spanish as a Foreign Language		<sup>4</sup> GESP 1021	
OMSY 1102	Information Processing II	4	OMSY 1101 Requires 60 hours of lecture-lab.	
OMSY 2060	Administration of Documents and Databases	4	OMSY 1101 Requires 60 hours of lecture-lab.	
GECF 1010	Introduction to the Christian Faith	3		
<b>Total</b>		<b>17</b>		

**SECOND YEAR**

<b>FIRST SEMESTER</b>				
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Requirement</b>	<b>Grade</b>
<b>OMSY 2233</b>	Information Processing in Offices of Legal Affairs	4	OMSY 1102 Requires 60 hours of lecture-laboratory.	
<b>OMSY 2000</b>	Production of Business Documents	4	OMSY 1102 Requires 60 hours of lecture-lab.	
<b>GEHS 2010</b> or <b>GEEC 2000</b>	Historical Process of Contemporary Puerto Rico or Entrepreneurial Culture	Choose one of 3 credits		
<b>OMSY 2040</b>	Electronic Spreadsheets	3	OMSY 1101 or GEIC 1010 Requires 45 hours of lecture-lab.	
<b>Total</b>		<b>14</b>		

<b>SECOND SEMESTER</b>				
<b>Course</b>	<b>Course Title</b>	<b>Credits</b>	<b>Requirement</b>	<b>Grade</b>
<b>OMSY 2240</b>	Information Processing in Offices of Health Services	3	OMSY 1101 Requires 60 hours of lecture-laboratory.	
<b>OMSY 2250</b>	Human Resources in the Organizational Environment	3		
<b>OMSY 3030</b>  or  <b>OMSY 3040</b>	Business Communication in Spanish  or  Business Communication in English	Choose one of 3 credits	<b>OMSY 3030:</b> GESP 1102 and OMSY 1101 or GEIC 1010 or <b>OMSY 3040:</b> GEEN 1101 or equivalent and OMSY 1101 or GEIC 1010	
<b>OMSY 3080</b>	Office Administration	3	OMSY 1102	
<b>Total</b>		<b>12</b>		