

**Bachelor Degree in Office Systems Administration  
Sequence  
General Studies (39 Credits)**

Code	Course	Credits
CISO101	Introduction to Social Sciences I	3
CISO102	Introduction to Social Sciences II	3
ENGL101	English Composition I	3
ENGL102	English Composition II	3
ENGL405	Conversational English I	3
ENGL406	Conversational English II	3
ESPA101	Spanish Composition I	3
ESPA102	Spanish Composition II	3
HUMA101	Introduction to the Studies of Western Civilizations I	3
HUMA102	Introduction to the Studies of Western Civilizations II	3
HUMA305	History of Puerto Rico	3
PSIC201	Psychology	3
SOCI301	Sociology	3

**Science, Technology and Math (6 Credits)**

Code	Course	Credits
COMP101	Introduction to Computerized Systems and Laboratory	3
MATE102	Elementary Algebra	3

**Concentration or Specialty (62 Credits)**

Code	Course	Credits
ADOF101	Keyboard Management and Basic Document Processing	3
ADOF102	Business Document Processing I	3
ADOF105	Speedwriting in Spanish	3
ADOF200	Business Writing in English	3
ADOF201	Transcription in Spanish	3
ADOF202	Business Document Processing II	3
ADOF203	Business Communications in Spanish	3
ADOF204	Statistic Reports of Spread Sheets	3
ADOF206	Organization and Administration of the Electronic Office	3
ADOF207	Speedwriting in English	3
ADOF208	Transcription in English	3
ADOF209	Documents and Database Administration	3
ADOF300	Integration of Office Applications	3
ADOF304	Procedures of the Legal Office	3
ADOF305	Procedures of the Medical Office	3
ADOF400	Planning, Design and Organization of Trainings	3
ADOF413	Practicum	5
GERE201	Legal Aspects in Business	3
GERE202	Business Document Processing II	3
REHU201	Human Resources Administration	3

**Related (7 Credits)**

Code	Course	Credits
CONT101	Accounting Fundamentals I	4
CONT206	Computerized Accounting	3

**Electives (9 Credits)**

Code	Course	Credits
ELEC	Elective	6

\*\*The total of credits does not include preparatory courses equivalent to 12 additional credits.