

# OFFICE ADMINISTRATION TECHNOLOGY (ADMINISTRATIVE ASSISTANT) - ASSOCIATE OF APPLIED SCIENCE

(62-63 credits)

## A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

NOTE: Students must earn a final grade of C- or better in all major requirement courses and achieve a cumulative grade-point average of at least 2.0. A grade of C- or better is required in ENGL 1110G Composition I and designated Mathematics courses.

Students must complete all University degree requirements, which include: General Education requirements and elective credits to total at least 62 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

<b>Semester 1</b>		<b>Credits</b>
Area VI: Creative and Fine Arts - Choose one from the following:		3
ARTH 1115G	Orientation in Art	
ARTH 2110G	History of Art I	
ARTS 1145G	Visual Concepts	
MUSC 1110G	Music Appreciation: Jazz	
MUSC 1130G	Music Appreciation: Western Music	
THEA 1110G	Introduction to Theatre	
BUSA 1115	Business English I	3
BUSA 1180	Business Mathematics	3
OTEC 1102	Keyboard Skillbuilding	3
BCIS 1220	Introduction to MS Word	3
<b>Credits</b>		<b>15</b>
<b>Semester 2</b>		
Area I: Communications - English Composition Level 1		4
ENGL 1110G	Composition I	
BUSA 1210	Records Management	3
or H1TP 1110	or Electronic Health Records	
ACCT 1115	Accounting Principles I	3
or ACCT 2110	or Principles of Accounting I	
OTEC 1125	Writing, Proofreading and Editing	3
OTEC 1103	Keyboard Skillbuilding II	3
<b>Credits</b>		<b>16</b>
<b>Semester 3</b>		
SUMMER		
BUSA 2175	Personal Development	3
<b>Credits</b>		<b>3</b>

<b>Semester 4</b>		
Area IV: Social/Behavioral Sciences		3
ECON 1110G	Survey of Economics	
ECON 2110G	Macroeconomic Principles	
ECON 2120G	Principles of Microeconomics Honors	
General Education Elective - choose one course from the NM General Education Requirements in the NMSU/DACC Catalog		3
OTEC 2260	Business Procedures	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BCIS 1230	Introduction to MS PowerPoint	3
<b>Credits</b>		<b>15</b>
<b>Semester 5</b>		
Area V: Humanities - Choose one from the following:		3
HIST 1110G	United States History I	
HIST 1120G	United States History II	
HIST 1130G	World History I	
HIST 1140G	World History II	
HIST 1150G	Western Civilization I	
HIST 1160G	Western Civilization II	
PHIL 1115G	Introduction to Philosophy	
PHIL 1120G	Logic, Reasoning, & Critical Thinking	
PHIL 1140G	Philosophy and World Religions	
PHIL 1145G	Philosophy, Law, and Ethics	
PHIL 2110G	Introduction to Ethics	
PHIL 2230G	Philosophical Thought	
OTEC 1125	Writing, Proofreading and Editing	3
BCIS 1215	Introduction to MS Excel I	3
OTEC 2998	Internship I	3
or H1TP 2998	or Health Information Technology Internship	
OTEC 2999	Office Technology Capstone	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>64</b>