

OFFICE ADMINISTRATION TECHNOLOGY (BOOKKEEPING ASSISTANT) - ASSOCIATE OF APPLIED SCIENCE

Doña Ana Community College 2026-2027 Catalog (62-65 credits)

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.

Prefix	Title	Credits
General Education		
<i>Select one course from four of the following six content areas for a total of 12-14 credits^{1, 2}</i>		12-14
This degree requires courses from Areas I, IV, V, and VI; students do not need to take additional courses to complete the General Education requirements.		
Area I: Communications		
ENGL 1110G	Composition I ³	
Area IV: Social/Behavioral Sciences		
Choose one from the following:		
ECON 1110G	Survey of Economics ³	
ECON 2110G	Macroeconomic Principles ³	
ECON 2120G	Principles of Microeconomics Honors ³	
Area V: Humanities		
Choose one from the following:		
HIST 1110G	United States History I ³	
HIST 1120G	United States History II ³	
HIST 1130G	World History I ³	
HIST 1140G	World History II ³	
HIST 1150G	Western Civilization I ³	
HIST 1160G	Western Civilization II ³	
PHIL 1120G	Logic, Reasoning, & Critical Thinking ³	
PHIL 1140G	Philosophy and World Religions ³	
PHIL 1145G	Philosophy, Law, and Ethics ³	
PHIL 2110G	Introduction to Ethics ³	
PHIL 2230G	Philosophical Thought ³	
Area VI: Creative and Fine Arts		
Choose one from the following:		
ARTH 1115G	Orientation in Art ³	
ARTS 1145G	Visual Concepts ³	
ARTH 2110G	History of Art I ³	
MUSC 1110G	Music Appreciation: Jazz ³	
MUSC 1130G	Music Appreciation: Western Music ³	
THEA 1110G	Introduction to Theatre ³	
<i>General Education Elective²</i>		3-4
Core Requirements		

<i>Related/Professional Requirements (25-27 credits)</i>		
BUSA 1115	Business English I	3
BUSA 1180	Business Mathematics	3
OTEC 1102	Keyboard Skillbuilding	3
BUSA 1210	Records Management	3
or HITP 1110	Electronic Health Records	
ACCT 1115	Accounting Principles I	3
or ACCT 2110	Principles of Accounting I	
OTEC 2260	Business Procedures	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
BUSA 2175	Personal Development	3
OTEC 2998	Internship I	3
or HITP 2998	Health Information Technology Internship	
Major Requirements		
<i>Concentration Coursework</i>		
ACCT 1120	Accounting Principles II	3
ACCT 2170	Payroll Accounting	3
ACCT 1150	QuickBooks	3
BCIS 1215	Introduction to MS Excel I	3
ACCT 2520	Introduction to Auditing	3
ACCT 1410	Personal Tax Preparation	3
OTEC 2999	Office Technology Capstone	3
Total Credits		64-65

¹ Each course selected must be from a different area and students cannot take multiple courses in the same area.

² See the General Education (<https://catalogs.nmsu.edu/dona-ana/general-education-and-transfer-options/transfer-new-mexico-institutions/>) section of the catalog for a full list of courses.

³ Courses are identical to those offered at New Mexico State University Las Cruces (main) Campus.

⁴ HITP 1110 Electronic Health Records should be taken only by those who plan to pursue the Medical Office Assistant option.

⁵ OTEC 2998 Internship I/HITP 2998 Health Information Technology Internship are restricted to majors.

(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.

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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.

Semester 1	Credits
Area I: Communications - English Composition Level 1	4
ENGL 1110G	Composition I

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
Credits		16

Semester 2

Area IV: Social/Behavioral Sciences	3	
ECON 1110G	Survey of Economics	
or ECON 2110G	or Macroeconomic Principles	
or ECON 2120G	or Principles of Microeconomics Honors	
BUSA 1210	Records Management	3
ACCT 1115	Accounting Principles I	3
or ACCT 2110	or Principles of Accounting I	
BCIS 1215	Introduction to MS Excel I	3
ACCT 1150	QuickBooks	3
Credits		15

Semester 3

General Education Elective - Choose one course from the NM General Education Requirements in the NMSU/DACC Catalog.	3-4	
ACCT 1120	Accounting Principles II	3
ACCT 2170	Payroll Accounting	3
BCIS 1750	Microsoft Outlook and Office Procedures	3
OTEC 2260	Business Procedures	3
Credits		15-16

Semester 4

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 2998	Internship I	3
or HITP 2998	or Health Information Technology Internship	
BUSA 2175	Personal Development	3
ACCT 2520	Introduction to Auditing	3
ACCT 1410	Personal Tax Preparation	3
OTEC 2999	Office Technology Capstone	3
Credits		18
Total Credits		64-65