

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
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General Education

Select one course from four of the following six content areas for a total of 12-14 credits ^{1, 2}	12-14
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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
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Area IV: Social/Behavioral Sciences

Choose one from the following:

ECON 1110G	Survey of Economics ³
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ECON 2110G	Macroeconomic Principles ³
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ECON 2120G	Principles of Microeconomics Honors ³
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Area V: Humanities

Choose one from the following:

HIST 1110G	United States History I ³
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HIST 1120G	United States History II ³
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HIST 1130G	World History I ³
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HIST 1140G	World History II ³
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HIST 1150G	Western Civilization I ³
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HIST 1160G	Western Civilization II ³
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PHIL 1120G	Logic, Reasoning, & Critical Thinking ³
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PHIL 1140G	Philosophy and World Religions ³
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PHIL 1145G	Philosophy, Law, and Ethics ³
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PHIL 2110G	Introduction to Ethics ³
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PHIL 2230G	Philosophical Thought ³
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Area VI: Creative and Fine Arts

Choose one from the following:

ARTH 1115G	Orientation in Art ³
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ARTS 1145G	Visual Concepts ³
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ARTH 2110G	History of Art I ³
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MUSC 1110G	Music Appreciation: Jazz ³
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MUSC 1130G	Music Appreciation: Western Music ³
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THEA 1110G	Introduction to Theatre ³
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General Education Elective ²	3-4
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Core Requirements

Related/Professional Requirements (25-27 credits)

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

Concentration Coursework

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
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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.