

OFFICE ADMINISTRATION TECHNOLOGY (BOOKKEEPING 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.

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 or HTP 2998	Internship I or Health Information Technology Internship	3
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