



**My Academic Plan (MAP)
ONLINE**

Associate of Applied Science Degree
**BUSINESS OFFICE TECHNOLOGY
(Administrative Assistant Concentration)**

Name	
Banner ID	

NMSU-A Catalog Year 2016-2017

FIRST SEMESTER COURSES	Credits	Semester	Grade
BOT 101 (1st 8 weeks)	3		
BOT 102 (2nd 8 weeks)	3		
BOT 105	3		
BOT 110	3		
C S 110	3		
Semester Total Credits	15		

SECOND SEMESTER COURSES <i>Are you eligible for a certificate? Check with an advisor.</i>	Credits	Semester	Grade
BMGT 110	3		
BOT 106 or BMGT 216	3		
BOT 213 or OECS 211	3		
COMM 253G	3		
ENGL 111G	4		
Semester Total Credits	16		

THIRD SEMESTER COURSES <i>See your advisor to prepare for degree completion.</i>	Credits	Semester	Grade
BMGT 205	3		
BOT 214 or OECS 209	3		
BOT 220 (Internship)	2		
BOT 239	3		
ENGL 203G	3		
OECS 110	1		
Semester Total Credits	15		

FOURTH SEMESTER COURSES <i>Apply for degree at the beginning of your final semester.</i>	Credits	Semester	Grade
BMGT 140 or MGT 201	3		
BMGT 240	3		
BOT 203	3		
BOT 220 (Internship)	2		
OECS 215	3		
Semester Total Credits	14		
TOTAL DEGREE CREDITS REQUIRED		60	

Checked By	
Date	



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NOTES

A grade of C- or better is required in all courses.

Non-Credit Courses			
Class	Semester	Credit	Grade

Final MAP Review			
Checked By		Checked By	
Date		Date	

ONE STOP INFORMATION 575.439.3600

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