



**My Academic Plan (MAP)  
ONLINE**

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

Name	
Banner ID	

**NMSU-A Catalog Year 2017-2018**

<b>FIRST SEMESTER COURSES</b>	<b>Credits</b>	<b>Semester</b>	<b>Grade</b>
BOT 101 (1st 8 weeks)	3		
BOT 102 (2nd 8 weeks)	3		
BOT 105	3		
C S 110	3		
COMM 253G	3		
<b>Semester Total Credits</b>	<b>15</b>		

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

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

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

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**

*NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.*