



My Academic Plan (MAP)
 Associate of Applied Science Degree
 Business Management, Administrative
 Support Concentration

Name	
Banner ID	

New Mexico State University Alamosordo
 Catalog Year 2020-2021

FIRST SEMESTER COURSES	Credits	Semester	Grade
BCIS 1110 Introduction to Information Systems	3		
ENGL 1110G Composition I	4		
MGMT 2110 Principles of Management	3		
OATS 101 Keyboarding Basics	3		
OATS 105 Business English	3		
Semester Total Credits	16		

SECOND SEMESTER COURSES <i>Are you eligible for a certificate? Check with an advisor.</i>	Credits	Semester	Grade
ACCT 200 A Survey of Accounting	3		
BMGT 216 Business Math	3		
BUSA 1110 Intro to Business	3		
ENGL 2210G Professional & Technical Communication	3		
OATS 213 Word Processing I	3		
Semester Total Credits	15		

THIRD SEMESTER COURSES <i>See your advisor to prepare for degree completion.</i>	Credits	Semester	Grade
BMGT 205 Customer Service in Business	3		
OATS 202 Keyboarding Document Production	3		
ECON 1110G Survey of Economics OR ECON 2110G Macroeconomic Principles OR ECON 2120G Microeconomic Principles	3		
Select one course from Area II: Mathematics OR Area III: Laboratory Sciences OR Area V: Humanities OR Area VI: Creative/Fine Arts <i>(an area not already chosen).</i>	3-4		
Select one course from Area II: Mathematics OR Area III: Laboratory Sciences OR Area V: Humanities OR Area VI: Creative/Fine Arts <i>(an area not already chosen).</i>	3-4		
Semester Total Credits	15		

FOURTH SEMESTER COURSES <i>Apply for degree at the beginning of your final semester.</i>	Credits	Semester	Grade
BMGT 240 Human Relations	3		
OATS 110 Records Management	3		
OATS 220 Internship in Business Office Technology	2		
OECS 215 Spreadsheet Applications	3		
OECS 280 Desktop Publishing I	3		
Semester Total Credits	14		
TOTAL DEGREE CREDITS REQUIRED		60	

Checked By	
Date	

Effective Summer 2020-Spring 2028
 Final March 2020



My Academic Plan (MAP)

Associate of Applied Science Degree
Business Management, Administrative
Support Concentration

New Mexico State University Alamosordo
Catalog Year 2020-2021

NOTES

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

Non-Credit Courses (<i>Courses with an "N" suffix</i>)			
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.

Effective Summer 2020-Spring 2028
Final March 2020