

# BUSINESS OFFICE TECHNOLOGY (ACCOUNTING) - ASSOCIATE OF BUSINESS OFFICE TECHNOLOGY

Students must complete all University degree requirements, which include: General Education requirements and elective credits to total at least 60 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
<b>General Education</b>		
<i>Choose one course from four of the following six content areas for a total of 12-14 credits<sup>1,2</sup></i>		12-14
Area I: Communications		
Area II: Mathematics		
Area III: Laboratory Science		
Area IV: Social/Behavioral Sciences		
Area V: Humanities		
Area VI: Creative and Fine Arts		
<i>General Education Elective<sup>2</sup></i>		3-4
<b>Core Requirements</b>		
<i>Technical Requirements</i>		
ACCT 200	A Survey of Accounting	3
OATS 102	Keyboarding: Document Formatting	3
OATS 105	Business English	3
OATS 106	Business Mathematics	3
OATS 110	Records Management	3
OATS 239	Personal Development	3
or BMGT 201	Work Readiness and Preparation	
OATS 270	Office Administration Technology Capstone	3
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
<i>Additional Business Related Courses</i>		
BLAW 2110	Business Law I	3
BUSA 1110	Intro to Business	3
<b>Major Requirements</b>		
<b>Concentrations Coursework</b>		
ACCT 2110	Principles of Accounting I	3
ACCT 2120	Principles of Accounting II	3
BMGT 150	Income Taxation	3
OECS 200	Accounting on Microcomputers	3
<b>Total Credits</b>		<b>60-63</b>

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 (<http://catalogs.nmsu.edu/carlsbad/essential-information-students/general-education-courses/>) section of the catalog for a full list of courses.

## A Suggested Plan of Study

Additional classes may be needed based on placement test results and course prerequisites. Visit with an advisor for help with creating a customized plan.

<b>First Year</b>		
<b>Fall</b>		
		<b>Credits</b>
OATS 102	Keyboarding: Document Formatting	3
OATS 106	Business Mathematics	3
BUSA 1110	Intro to Business	3
GEN Ed Course – One course from Areas I-VI <sup>1,2</sup>		3
GEN Ed Course – One course from Areas I-VI <sup>1,2</sup>		3
<b>Credits</b>		<b>15</b>
<b>Spring</b>		
ACCT 200	A Survey of Accounting	3
OATS 110	Records Management	3
GEN Ed Course – One course from Areas I-VI <sup>1,2</sup>		3-4
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
<b>Credits</b>		<b>15-16</b>
<b>Second Year</b>		
<b>Fall</b>		
OATS 105	Business English	3
GEN Ed Course – One course from Areas I-VI <sup>1,2</sup>		3-4
OATS 239	Personal Development	3
or BMGT 201	or Work Readiness and Preparation	
General Education Elective - Any "G" course <sup>2</sup>		3-4
ACCT 2110	Principles of Accounting I	3
<b>Credits</b>		<b>15-17</b>
<b>Spring</b>		
BLAW 2110	Business Law I	3
ACCT 2120	Principles of Accounting II	3
BMGT 150	Income Taxation	3
OATS 270	Office Administration Technology Capstone	3
OECS 200	Accounting on Microcomputers	3
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>60-63</b>

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