

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 |
|---|---|--------------|
| General Education | | |
| <i>Choose one course from four of the following six content areas for a total of 12-14 credits</i> ^{1,2} | | 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</i> ² | | 3-4 |
| Core Requirements | | |
| <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 |
| Major Requirements | | |
| Concentrations Coursework | | |
| 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 |
| Total Credits | | 60-63 |

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.