

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

## 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.

### First Year

Fall		Credits
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>

### Spring

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>

### Second Year

Fall		Credits
OATS 105	Business English	3
GEN Ed Course – One course from Areas I-VI <sup>1,2</sup>		3-4
OATS 239 or BMGT 201	Personal Development or Work Readiness and Preparation	3
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>

### Spring

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>

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.