

# BUSINESS OFFICE TECHNOLOGY (ADMINISTRATIVE ASSISTANT) - ASSOCIATE OF BUSINESS OFFICE TECHNOLOGY

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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.

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>		
OATS 202	Keyboarding Document Production	3
OATS 191	Taking Minutes & Proofreading	3
OECS 280	Desktop Publishing I	3
or FDMA 1120	Desktop Publishing	
OECS 220	Database Application and Design	3
<b>Total Credits</b>		<b>60-63</b>

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Each course selected must be from a different area and students cannot take multiple courses in the same area.