The Business Office Technology program is for students interested in acquiring or updating skills for employment in an office environment. The curriculum covers basic computer skills as well as software programs such as word processing and spreadsheet applications, record keeping, filing, or database management. At the certificate level, students may complete either the office assistant or medical records and transcription option. The Associate degree offers options in accounting, medical transcription and records, and word processing.

Graduation Requirements

Certificate in Business Office Technology: WorkKeys® scores of level 4 in Reading for Information, Locating Information, and Applied Mathematics; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.

Associate in Business Office Technology: ENGL 111G Rhetoric and Composition with a C or higher; placement into college-level math and reading courses or completion of developmental courses with a C or higher; cumulative GPA of 2.0 or higher; the last 15 credits taken at NMSU.


BOT 101. Keyboarding Basics
3 Credits (2+2P)
Covers correct fingering and mastery of the keyboard to develop skillful operation. Formatting basic business letters, memos, and manuscripts.

Prerequisite: BOT 101 or consent of instructor.

BOT 105. Business English I
3 Credits
Training and application of the fundamentals of basic grammar, capitalization and sentence structure (syntax).

BOT 106. Business Mathematics
3 Credits (2+2P)
Mathematical applications for business, including training in the touch method of the 10-key calculator.
Prerequisite: CCDM 103N or adequate score on math placement exam.

BOT 109. Business English II
3 Credits
Training and application of the fundamentals of punctuation, numbers, basic writing and editing skills.
Prerequisite: C or better in BOT 105.

BOT 110. Records Management
3 Credits
Principles, methods and procedures for the selection, operation and control of manual and automated records systems.

BOT 120. Accounting Procedures I
3 Credits (2+2P)
Business accounting principles and procedures. Use of special journals, cash control, and merchandising concepts. Reports for sole proprietorships.

BOT 121. Accounting Procedures II
3 Credits (2+2P)
Continuation of BOT 120, emphasizing accounting principles and procedures for notes and interest, depreciation, partnerships and corporations, cash flow and financial statement analysis. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.
Prerequisite(s): BOT 120 or ACCT 221.

BOT 135. Keyboarding Technique Review
3 Credits
Emphasis on improving keyboarding speed and accuracy.
Prerequisite: BOT 101 or equivalent.

BOT 140. Payroll Accounting
3 Credits (2+2P)
Payroll procedures including payroll tax forms and deposits. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.
Prerequisite(s): ACCT 221 or BOT 120.

BOT 150. Medical Terminology
3 Credits
Understanding of the basic elements of medical words. Use of medical abbreviations. Same as NURS 150 and OEHO 120.

BOT 169. Spanish Grammar for Business Administration
3 Credits
Introductory course in Spanish grammar and practical business terms required for the proper application of fundamental oral and written business communication skills for Spanish speakers in the field of business administration. Restricted to Community Colleges campuses only.
Prerequisite(s): Spanish-speaking ability and computer keyboarding ability.

BOT 170. Office Communications in Spanish I
3 Credits
Develop oral and written communications skills of native or near-native speakers of Spanish. The student will learn basic letter writing skills, customer service techniques, and telephone etiquette in Spanish. Restricted to Community Colleges campuses only.
Prerequisite(s): BOT 169, Spanish-speaking ability, and computer keyboarding ability.

BOT 171. Office Communications in Spanish II
3 Credits
Develop oral and written communications skills of native or near-native speakers of Spanish. Emphasis placed on learning the office assistant’s role within the office environment. Compose complex business correspondence and learn to make international travel arrangements.
Prerequisite: BOT 101 or BOT 170.
BOT 191. Taking Minutes & Proofreading
3 Credits
Preparation and practice producing minutes suited for different meeting types and purposes. Provides strategies to prepare for meetings, to record proceedings, and to transcribe minutes while incorporating proofreading skills practice. Topics include legal requirements, meeting types, minute formats, and duties/expectations of the minute taker and the meeting chair. Graded: S/U. Restricted to Community Colleges campuses only.

Prerequisite(s): BOT 109 or consent of instructor.

BOT 202. Keyboarding Document Production
3 Credits (2+2P)
Further development of keyboarding speed and accuracy. Production of complex letters, memos, tables, reports and business forms. A speed and accuracy competency requirement must be met.

Prerequisites: BOT 102 and BOT 109, or consent of instructor.

BOT 203. Office Equipment and Procedures I
3 Credits (2+2P)
Office organization, telephone techniques, equipment and supplies, handling meetings, human relations, mail procedures, and travel.

Prerequisites: BOT 213 or C S 110G or consent of instructor.

BOT 205. Microcomputer Accounting I
3 Credits (2+2P)
Introduction to automated accounting systems on microcomputers.

Prerequisite: working knowledge of computers and accounting or consent of instructor.

BOT 206. Microcomputer Accounting II
3 Credits (2+2P)
Microcomputer accounting applications, integrating spreadsheets, word processing, graphics, and database. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.

Prerequisite(s): BOT 121 or BOT 215.

BOT 207. Machine Transcription
3 Credits (2+2P)
Creating office documents using transcribing equipment and microcomputer software. Emphasis on proofreading, editing and grammar.

Prerequisites: minimum keyboarding of 45 wpm and C or better in BOT 105 or BOT 109 or equivalent and BOT 211 or BOT 213.

BOT 208. Medical Office Procedures
3 Credits (2+2P)
Current computerized and traditional administrative medical office procedures will be introduced. Practical knowledge on managing required record keeping in a medical office environment will be emphasized. Restricted to Community Colleges campuses only.

Prerequisite(s): BOT 109 or ENGL 111G, HIT 150 or AHS 120, and computer keyboarding ability or consent of instructor.

BOT 209. Business and Technical Communications
3 Credits
Effective written communication skills and techniques for career success in the workplace. Composition of letters, memos, short reports, forms, and proposals, and technical descriptions and directions.

Prerequisites: ENGL 111G and computer keyboarding ability or consent of instructor.

BOT 211. Information Processing I
3 Credits (2+2P)
Defining and applying fundamental information processing concepts and techniques using the current version of leading software. Restricted to Community Colleges only.

Prerequisite(s): BOT 101 or consent of instructor.

BOT 213. Word Processing I
3 Credits (2+2P)
Operation and function of a word processor. Specific equipment to be announced in the Schedule of Classes.

Prerequisite: BOT 101 or keyboarding proficiency as demonstrated through completion of BOT 122, BOT 123, and BOT 124 or equivalent.

BOT 214. Word Processing II
3 Credits (2+2P)
Advanced operation and functions of a word processor. Specific equipment to be announced in the Schedule of Classes.

Prerequisite: BOT 213 or consent of instructor.

BOT 215. Spreadsheet Applications
1-3 Credits
Use of spreadsheets to include graphics and business applications. Same as OECS 215. May be repeated under different subtitles listed in the Schedule of Classes.

BOT 217. Powerpoint Presentation
3 Credits
Comprehensive, hands-on approach to learning and applying basic and advanced features of PowerPoint. These include text enhancements, objects, fills, colors, animation, charts, sound, video, and hyperlinks. Students demonstrate appropriate audience and communication tools to deliver presentations.

Prerequisites: BOT 211 or ability to demonstrate keyboarding and Windows proficiency.

BOT 218. Information Processing II
3 Credits (2+2P)
Advanced information processing techniques using current version of leading software. May be repeated for a maximum of 6 credits.

Prerequisite: BOT 211 or consent of instructor.

BOT 220. Internship in Business Office Technology
2 Credits
Experience in a supervised office position. Student must work at least eight hours per week. May be repeated for a maximum of 4 credits.

Prerequisites: sophomore standing and consent of instructor.

BOT 221. Internship I
1-3 Credits
Work experience that directly relates to a student's major field of study that provides the student an opportunity to explore career paths and apply knowledge and theory learned in the classroom. Internships may be paid or unpaid. Students are supervised/evaluated by both the employer and the instructor. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: BOT & HIT majors. S/U Grading (S/U, Audit).

Restricted to Community Colleges campuses only.

BOT 222. Internship II
1-3 Credits
Continuation of BOT 221. May be repeated up to 6 credits. Consent of Instructor required. Restricted to: BOT & HIT majors. S/U Grading (S/U, Audit).

Restricted to Community Colleges campuses only.

Prerequisite(s): BOT 221 and consent of instructor.
BOT 223. Medical Transcription I  
3 Credits (2+2P)  
Concepts in medical transcription are introduced on how to produce a variety of reports required in a medical office or facility utilizing accurate medical terminology, spelling, grammar, and document formatting. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): HIT 150 or AHS 120 and HIT 158 and BOT 209.

BOT 228. Medical Insurance Billing  
3 Credits (2+2P)  
Comprehensive overview of the insurance concepts and applications required for successfully and accurately completing and submitting insurance claims and reimbursement processes for various insurance carriers, both private and government, will be emphasized. Restricted to Community Colleges campuses only.  
Prerequisite(s): HIT 150 or AHS 120 and BOT 208.

BOT 233. Advanced Medical Transcription  
3 Credits (2+2P)  
Builds upon the concepts introduced in Medical Transcription I providing greater understanding of how to produce advanced reports dictated by physicians with increasing speed and accuracy. Emphasis will be on proofreading and editing of operative reports, patient history and physicals, office notes, labor and delivery reports, consultation reports, discharge summaries, and other medical reports. May be repeated up to 3 credits. Consent of Instructor required. Restricted to Community Colleges campuses only.  
Prerequisite(s): BOT 223 and HIT 130.

BOT 239. Personal Development  
3 Credits  
Development of a marketable, employable office systems person, to include interview, voice, manners, and apparel.

BOT 240. Introduction to Individual Taxation  
3 Credits  
Overview of Individual Federal Taxation; awareness of tax problems pitfalls and planning opportunities; focus on individual personal financial concerns and tax planning. One semester of accounting principles/ procedures is recommended.

BOT 241. Auditing and Business Issues  
3 Credits  
Introduction to basic auditing concepts, the purpose for the auditing process, and requirements of persons assisting with the audit process. The course will also deal with issues of business law including contracts, sales, torts, strict liability, and business ethics. May be repeated up to 3 credits. Restricted to Community Colleges campuses only.  
Prerequisite(s): BOT 120 or ACCT 221.

BOT 244. Tax Preparation  
3 Credits  
Introduces basic federal and state tax codes for preparing individual income tax returns. Emphasis on use of tax software.  
Prerequisite: keyboarding proficiency.

BOT 250. Electronic Office Systems  
3 Credits (2+2P)  
Management of the electronic office. Office use of computers, printers, fax machines, copiers, and scanner concepts will be covered.  
Prerequisite: BOT 211.