

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

Students must complete all College 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 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.

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 ^{1,2}		3
GEN Ed Course – One course from Areas I-VI ^{1,2}		3
Credits		15
Spring		
ACCT 200	A Survey of Accounting	3
OATS 110	Records Management	3
GEN Ed Course – One course from Areas I-VI ^{1,2}		3-4
OECS 211	Word Processing Applications	3
OECS 215	Spreadsheet Applications	3
Credits		15-16
Second Year		
Fall		
OATS 105	Business English	3
GEN Ed Course – One course from Areas I-VI ^{1,2}		3-4
OATS 239	Personal Development	3
or BMGT 201	or Work Readiness and Preparation	
General Education Elective - Any "G" course ²		3-4
ACCT 2110	Principles of Accounting I	3
Credits		15-17
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
Credits		15
Total Credits		60-63

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