

# BUSINESS OFFICE TECHNOLOGY ACCOUNTING - ASSOCIATE OF APPLIED SCIENCE

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.

| Code   | Title   | Hours        |
|--|---|--------------|
| <b>General Education</b>   |   |              |
| Courses are required from Area I, II, III, IV, V and VI <sup>1</sup>       |   | 19-20        |
| Area I: Communications   |   |              |
|  | ENGL 1110G (Technical Requirement) <sup>2</sup> |              |
| Area II: Mathematics   |   |              |
| Area III: Laboratory Science   |   |              |
| Area IV: Social/Behavioral Sciences  |   |              |
| ECON 1110G, ECON 2210G, or ECON 2120G (Technical Requirement) <sup>2</sup> |   |              |
| Area V: Humanities   |   |              |
| Area VI: Creative and Fine Arts  |   |              |
| <b>Technical Requirements</b>  |   |              |
| ACCT 1210  | Income Taxation                                 | 3            |
| ACCT 2110  | Principles of Accounting I (Financial)          | 3            |
| ACCT 2115  | Survey of Accounting                            | 3            |
| ACCT 2120  | Principles of Accounting II (Managerial)        | 3            |
| BLAW 2110  | Business Law I                                  | 3            |
| BUSA 1115  | Business English I                              | 3            |
| BUSA 1180  | Business Math                                   | 3            |
| BUSA 1110  | Introduction to Business                        | 3            |
| BUSA 1210  | Records Management                              | 3            |
| BUSA 2175  | Personal Development                            | 3            |
| OATS 102   | Keyboarding: Document Formatting                | 3            |
| OECS 211   | Word Processing Applications                    | 2-3          |
| OECS 215   | Spreadsheet Applications                        | 3            |
| OECS 200   | Accounting on Microcomputers                    | 3            |
| <b>Total Hours</b>   |   | <b>60-62</b> |

<sup>1</sup>

See the General Education section of the catalog for a full list of courses.

<sup>2</sup>

Course is a Technical Requirement and must be completed regardless of transfer credit awarded.

## 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.

| Course  | Title                                    | Hours                                 |
|---|--|---------------------------------------|
| <b>First Year</b>   |  |                                       |
| <b>Fall</b>   |  |                                       |
| OATS 102  | Keyboarding: Document Formatting         | 3                                     |
| BUSA 1110   | Introduction to Business                 | 3                                     |
| BUSA 1180   | Business Math                            | 3                                     |
| Area I: Communications  |  | 3-4                                   |
|   | ENGL 1110G                               | Composition I (Technical Requirement) |
| Area IV: Social/Behavioral Sciences                             |  | 3                                     |
| - ECON 1110G, ECON 2120G, Or ECON 2210G (Technical Requirement) |  |                                       |
| <b>Hours</b>  |  | <b>15-16</b>                          |
| <b>Spring</b>   |  |                                       |
| ACCT 2115   | Survey of Accounting                     | 3                                     |
| BUSA 1210   | Records Management                       | 3                                     |
| OECS 211  | Word Processing Applications             | 2-3                                   |
| OECS 215  | Spreadsheet Applications                 | 3                                     |
| Area II: Mathematics <sup>1</sup>                               |  | 3                                     |
| <b>Hours</b>  |  | <b>14-15</b>                          |
| <b>Second Year</b>  |  |                                       |
| <b>Fall</b>   |  |                                       |
| ACCT 2110   | Principles of Accounting I (Financial)   | 3                                     |
| BLAW 2110   | Business Law I                           | 3                                     |
| BUSA 1115   | Business English I                       | 3                                     |
| BUSA 2175   | Personal Development                     | 3                                     |
| Area V: Humanities <sup>1</sup>                                 |  | 3                                     |
| <b>Hours</b>  |  | <b>15</b>                             |
| <b>Spring</b>   |  |                                       |
| ACCT 1210   | Income Taxation                          | 3                                     |
| ACCT 2120   | Principles of Accounting II (Managerial) | 3                                     |
| OECS 200  | Accounting on Microcomputers             | 3                                     |
| Area VI: Creative and Fine Arts <sup>1</sup>                    |  | 3                                     |
| Area III: Laboratory Science <sup>1</sup>                       |  | 4                                     |
| <b>Hours</b>  |  | <b>16</b>                             |
| <b>Total Hours</b>  |  | <b>60-62</b>                          |

<sup>1</sup>

See the General Education section of the catalog for a full list of courses.