

**BUSINESS OCCUPATIONS\***

*Associate Degree*

*\*Effective Spring 2007, pending approval*

Program Manager: Betty Habiger, (505)287-6646

Students who pursue the Associate degree in Business Occupations have two options: A. General Management (which replaces the Applied Business degree, as of Spring 2007) and B. Office Technology (which replaces the former Business Office Technology degree).

**CORE REQUIREMENTS – 44 credits**

ACCT 200, Survey of Accounting .....3  
 BUSA 111, Introduction to Business.....3  
 COLL 101, College/Life Success .....3  
 COMM 253G, Public Speaking **or**  
 COMM 265G, Principles of Human  
 Communication.....3  
 C S 110G, Computer Literacy .....3  
 ECON 251G, Macroeconomics **or**  
 ECON 252G, Microeconomics .....3  
 ENGL 111G, Rhetoric & Composition .....4  
 ENGL 112, Rhetoric & Composition II.....2  
 ENGL 203G, Business & Professional  
 Communication **or** ENGL 218G,  
 Technical & Scientific Communication.....3  
 MGT 201G, Introduction to Management.....3  
 OEBU 201, Work Readiness & Preparation.....3  
 OEBU 216 **or** BOT 106, Business Math **or**  
 MATH 115 **or** 120, Intermediate Algebra .....3  
 OECS 215, Spreadsheet Applications .....3  
 OECS 220, Database Applications & Design.....3  
 PSY 201G, Introduction to Psychology **or**  
 SOC 101G, Introduction to Sociology .....3

**Option A:**

**GENERAL MANAGEMENT – 21 credits**

ACCT 251, Management Accounting .....3  
 ACCT 252, Financial Accounting .....3  
 BLAW 230, Business Law.....3  
 FIN 210, Financial Planning & Investments.....3  
 OEBU 210, Marketing.....3  
 OEBU 240, Human Relations.....3  
 OEBU 221, Cooperative Experience .....3

**Option B:**

**OFFICE TECHNOLOGY OPTION – 21 credits**

BOT 101, Keyboarding Basics .....3  
 BOT 110, Records Management .....3  
 BOT 140, Payroll Accounting .....3  
 BOT 205, Microcomputer Accounting I.....3  
 BOT 206, Microcomputer Accounting II .....3  
 BOT 213, Word Processing I.....3  
 BOT 221, Cooperative Experience.....3  
**TOTAL..... 65 credits**