

**Business Management and Technology
Associate of Applied Science**

Texas Southmost College
Health Care, Career and Technical Education Division

A degree in Business Management & Technology prepares the student for basic management and administrative roles in private, public and nonprofit organizations. Graduates qualify for careers in the areas of accounting, human resources, customer service, reception, management and technology application.

FIRST YEAR - FALL SEMESTER	CREDIT HOURS
BCIS 1305 Business Computer Applications	3
HRPO 1311 Human Relations	3
POFT 1319 Records & Information Management I	3
XXXX X3XX ¹ Language, Philosophy & Culture/Creative Arts Elective.....	3
SPCH 1315 Public Speaking.....	3

FIRST YEAR - SPRING SEMESTER	
POFI 2301 Word Processing	3
ITSW 1310 Introduction to Presentation Graphics Software	3
HRPO 2301 Human Resources Management	3
MRKG 1311 Principles of Marketing	3
XXXX X3XX ² Social and Behavioral Sciences Elective.....	3

SECOND YEAR - FALL SEMESTER	
POFI 1349 Spreadsheets	3
ACNT 1303 Introduction to Accounting I.....	3
BMGT 1325 Office Management	3
MATH 1314 ⁺ College Algebra	
MATH 1332 ⁺ or Contemporary Mathematics I (Math for Liberal Arts Majors I)	3
ENGL 1301 ⁺ Composition I.....	3

SECOND YEAR - SPRING SEMESTER	
BUSI 2304 Business Report Writing and Correspondence	3
BMGT 1301 Supervision	3
ITSW 1307 Introduction to Database	3
POFT 2380 Cooperative Education – Administrative Assistant and Secretarial Science	3
ITSW 2334 Advanced Spreadsheets	3

TOTAL CREDIT HOURS FOR GRADUATION - 60

* Grade of “C” or better is required for graduation.

¹Language, Philosophy & Culture/Creative Arts: Any General Education Core course that meets these categories.

²Social and Behavioral Sciences Electives: Any General Education Core course that meets these categories.

TSI Requirement (Texas Success Initiative - any other state-approved test) - Student must pass all three sections of state-approved test to graduate with this degree.

A minimum grade of “C” must be obtained in each (BCIS, HRPO, POFT, POFI, ITSW, MRKG, ACNT, BMGT, BUSI) course required in the degree plan.