

**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 customer service, reception, supervision and software application.

FIRST YEAR - FALL SEMESTER	CREDIT HOURS
BCIS 1305 ⁺ Business Computer Applications.....	3
BMGT 1325 [±] Office Management.....	3
POFI 2301 [±] Word Processing.....	3
POFT 1319 [±] Records & Information Management I.....	3
SPCH 1315 Public Speaking.....	3

FIRST YEAR - SPRING SEMESTER	
BMGT 1341 [±] Business Ethics	3
ITSW 1310 [±] Introduction to Presentation Graphics Software	3
MRKG 1301 [±] Customer Relationship Management	3
MATH 1332 ⁺ Contemporary Mathematics	3
XXXX X3XX ¹ Social and Behavioral Sciences Elective.....	3

SECOND YEAR - FALL SEMESTER	
POFI 1349 [±] Spreadsheets	3
ACNT 1303 [±] Introduction to Accounting I.....	3
HRPO 1311 [±] Human Relations.....	3
BMGT 1301 [±] Supervision	3
ENGL 1301 ⁺ Composition I.....	3

SECOND YEAR - SPRING SEMESTER	
BUSI 2304 ⁺ Business Report Writing and Correspondence.....	3
ITSW 1307 ⁺ Introduction to Database.....	3
POFT 2380 [±] Cooperative Education – Administrative Assistant and Secretarial Science.....	3
ITSW 2334 ⁺ Advanced Spreadsheets	3
XXXX X3XX ² Language, Philosophy Culture / Creative Arts Elective	3

TOTAL CREDIT HOURS FOR GRADUATION - 60

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

¹Social and Behavioral Sciences Elective: Any General Education Core course that meets this category.

²Language, Philosophy & Culture/Creative Arts Elective: Any General Education Core course that meets this category.

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.

Students must graduate within two (2) years from the academic year of entrance or will be placed under the provisions of a later catalog.