

Texas Southmost College  
Division of Business, Engineering, Architecture, and Technology

A degree in Business Management and 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.

**Recommended Course Sequence**

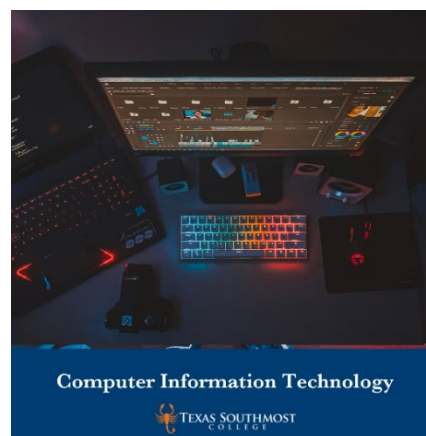
FIRST YEAR – FALL SEMESTER	Credits	Core/ Program
BCIS 1305* Business Computer Applications	3	Program
BMGT 1325* Office Management	3	Program
POFI 2301* Word Processing	3	Program
POFT 1319* Records and Information Management I	3	Program
ENGL 1301* Composition I	3	Core
FIRST YEAR – SPRING SEMESTER	Credits	Core/ Program
BMGT 1341* Business Ethics	3	Program
ITSW 1310* Introduction to Presentation Graphics Software	3	Program
MRKG 1301* Customer Relationship Management	3	Program
MATH 1332* Contemporary Mathematics	3	Core
ENGL 2311 Technical and Business Writing	3	Core
SECOND YEAR – FALL SEMESTER	Credits	Core/ Program
POFI 1349* Spreadsheets	3	Program
ACNT 1303* Introduction to Accounting I	3	Program
HRPO 1311* Human Relations	3	Program
HRPO 2301 Human Resources Management	3	Program
SPCH 1315 Public Speaking	3	Core
SECOND YEAR – SPRING SEMESTER	Credits	Core/ Program
ITSW 1307* Introduction to Database	3	Program
POFT 2380* Cooperative Education – Administrative Assistant and Secretarial Science	3	Program
ITSW 2334* Advanced Spreadsheets	3	Program
XXXX X3XX† Language, Philosophy & Culture/Creative Arts Elective	3	Core
XXXX X3XX† Social & Behavioral Sciences Elective	3	Core
<b>Total Credit Hours for Graduation</b>	<b>60</b>	

Check course core designation at the [Class Availability website](#).

This information is provided as an example only. You will develop a personalized plan with your Success Coach and faculty advisor/mentor that reflects your goals and interests. You are required to meet with an advisor each semester to ensure you are on track for graduation. This document does not contain all the information you need to stay on track for graduation.

\*Grade of "C" or better is required for graduation.

†Students may take any course within this category of the TSC General Education Core Curriculum.



**Program Student Learning Outcomes**

Program Student Learning Outcomes (PSLO) are statements that specify what students will know, be able to do or be able to demonstrate when they have completed the program.

Program Student Learning Outcomes:

1. Graduates will apply software skills to create business documents.
2. Graduates will apply supervisory responsibilities.
3. Graduates will identify behaviors of effective management styles.
4. Graduates will write business documents by selecting appropriate writing techniques.