

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

Texas Southmost College
Division of Science, Technology, Engineering &
Mathematics

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.

SELECT COURSE CODE TO VIEW COURSE DESCRIPTION

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 and Information Management I.....	3
ENGL 1301+ Composition I.....	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
ENGL 2311 Technical and Business Writing.....	3
SECOND YEAR - FALL SEMESTER	
POFI 1349+ Spreadsheets.....	3
ACNT 1303+ Introduction to Accounting I.....	3
HRPO 1311+ Human Relations.....	3
HRPO 2301 Human Resources Management.....	3
SPCH 1315 Public Speaking.....	3
SECOND YEAR - SPRING SEMESTER	
XXXX X3XX ¹ Social and Behavioral Science Elective.....	3
ITSW 1307+ Introduction to Database.....	3
POFT 2380+ Cooperative Education – Administrative Assistant and Secretarial Science.....	3
ITSW 2334+ Advanced Spreadsheets.....	3
XXXX X3XX ¹ Language, Philosophy Culture/Creative Arts Elective.....	3

TOTAL CREDIT HOURS FOR GRADUATION - 60

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

¹Students may take any course within this category of the TSC General Education Core Curriculum.