



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

General Education/Core Curriculum Courses	Credits	Suggested Semester
ENGL 1301* Composition I	3	Fall/Year 1
MATH 1332* Contemporary Mathematics	3	Spring/Year 1
ENGL 2311 Technical and Business Writing	3	Spring/Year 1
SPCH 1315 Public Speaking	3	Fall/Year 2
XXXX X3XX† Language, Philosophy & Culture Elective OR XXXX X3XX† Creative Arts Elective	3	Spring/Year 2
XXXX X3XX† Social and Behavioral Sciences Elective	3	Spring/Year 2
Program Courses	Credits	Suggested Semester
BCIS 1305* Business Computer Applications	3	Fall/Year 1
BMGT 1325* Office Management	3	Fall/Year 1
POFI 2301* Word Processing	3	Fall/Year 1
POFT 1319* Records and Information Management I	3	Fall/Year 1
BMGT 1341* Business Ethics	3	Spring/Year 1
ITSW 1310* Introduction to Presentation Graphics Software	3	Spring/Year 1
MRKG 1301* Customer Relationship Management	3	Spring/Year 1
POFI 1349* Spreadsheets	3	Fall/Year 2
ACNT 1303* Introduction to Accounting I	3	Fall/Year 2
HRPO 1311* Human Relations	3	Fall/Year 2
HRPO 2301* Human Resource Management	3	Fall/Year 2
ITSW 1307* Introduction to Database	3	Spring/Year 2
POFT 2380* Cooperative Education – Administrative Assistant and Secretarial Science	3	Spring/year 2
ITSW 2334* Advanced Spreadsheets	3	Spring/Year 2
Total Credit Hours for Graduation	60	

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.

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.

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

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

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.