

Business Management Technology

Freshman Year

| <i>First Semester</i> | Hrs. | <i>Second Semester</i> | Hrs. |
|--------------------------------------|----------|--------------------------------|----------|
| BOT 1013 Intro. To Keyboarding | 3 | BOT 1243 Microsoft® Word® II | 3 |
| BOT 1233 Microsoft® Word® I | 3 | BOT 1313 Applied Business Math | 3 |
| BOT 1273 Intro to Microsoft® Office® | 3 | BOT 1823 Microsoft® Excel® I | 3 |
| BOT 1433 Business Accounting or | | BOT 2183 Career Readiness | 3 |
| ACC 2213 Principles of Accounting I | 3 | BOT 2433 Quickbooks® | <u>3</u> |
| BOT 1763 Communications Essential | <u>3</u> | | 15 |
| | 15 | | |

Sophomore Year

| <i>First Semester</i> | Hrs. | <i>Second Semester</i> | Hrs. |
|--|------------|---|----------|
| BOT 1453 Intro. to Business Management | 3 | BOT 2233 Human Resource Management | 3 |
| BOT 1493 Social Media Management | 3 | BOT 2833 Int. Computer Applications | 3 |
| BOT 2613 Entrepreneurial Problem Solving | 3 | SPT 1113 Public Speaking | 3 |
| ENG 1113 English Composition I | 3 | Approved Soc./Behavioral Science Elective | 3 |
| Approved Math/Science with lab Elective | <u>3/4</u> | Approved Humanities/Fine Arts Elective | <u>3</u> |
| | 15/6 | | 15 |

Completion Award: Career Certificate
 Technical Certificate
 Associate Applied Science Degree