

## BUSINESS MANAGEMENT TECHNOLOGY TECHNICAL CERTIFICATE

Business Management Technology is a program of study that provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

### Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 10<sup>th</sup> grade level or higher on the TABE, Form 9 to be admitted to the program.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		PREV TAKEN	FALL	SPRING	FALL	SPRING
<b>FIRST SEMESTER FRESHMAN</b>						
BOT 1013 Introduction to Keyboarding	3 hrs.					
BOT 1233 Microsoft Word I	3 hrs.					
BOT 1413 Records Management	3 hrs.					
BOT 1433 Business Accounting <i>or</i> ACC 2213 Principles of Accounting I	3 hrs.					
BOT 1713 Mechanics of Communication	3 hrs.					
<b>SECOND SEMESTER FRESHMAN</b>						
BOT 1313 Applied Business Math	3 hrs.					
BOT 1493 Social Media Management	3 hrs.					
BOT 1823 Microsoft Excel I	3 hrs.					
BOT 2433 QuickBooks	3 hrs.					
BOT 2813 Business Communications	3 hrs.					
<b>FIRST SEMESTER SOPHOMORE</b>						
BOT 2233 Human Resource Management	3 hrs.					
BOT 2463 Payroll Accounting	3 hrs.					
BOT 1853 Microsoft Excel II	3 hrs.					
BOT 2333 Microsoft Access	3 hrs.					
BOT 2613 Entrepreneurial Problem Solving	3 hrs.					
<b>Total Hours: 45</b>						
<b>Advisor Initials:</b>						
<b>Date:</b>						