

Associate of Applied Science

TEXAS SOUTHMOST COLLEGE

Health Care, Career and Technical Education Division

A degree in Business Management & Technology prepares the student for basic management and administrative roles in private, public and nonprofit organizations. Graduates qualify for careers in the areas of accounting, human resources, customer service, reception, management and technology application.

FIRST YEAR – FALL SEMESTER	Credit Hours
BCIS 1305 Business Computer Applications.....	3
HRPO 1311 Human Relations <i>or</i> BMGT 1301 Supervision.....	3
ABT Elective*.....	3
Humanities/Fine Arts Elective.....	3
SPCH 1315 Public Speaking.....	3
SPCH 1318 OR Interpersonal Communication	

FIRST YEAR - SPRING SEMESTER	
POFI 2301 Word Processing.....	3
ITSW 1310 Introduction to Presentation Graphic Software.....	3
ABT Elective*.....	3
ABT Elective*.....	3
Social and Behavioral Sciences Elective ²	3

SECOND YEAR - FALL SEMESTER	
POFI 1349 Spreadsheets.....	3
ABT Elective*.....	3
ABT Elective*.....	3
MATH 1314 College Algebra (†) <i>or</i>	3
MATH 1332 Contemporary Mathematics I (†) <i>or</i> Any higher level Math (†)	
ENGL 1301 Composition I (†).....	3

SECOND YEAR – SPRING SEMESTER	
BUSI 2304 Business Report Writing and Correspondence.....	3
ABT Elective*.....	3
ITSW 1307 Introduction to Database (Microsoft Access).....	3
Cooperative Education – Choose one course from the following:	3
ACNT 2380 , LGLA 2380 , POFT 2380 , POFM 2380 .	
ITSW 2334 Advanced Spreadsheets.....	3

TOTAL CREDIT HOURS FOR GRADUATION – 60

† Grade of "C" or better is required for graduation.

* **Must complete all courses within a specified block.** Upon completion, students will earn a Certificate of Proficiency. If selecting the Accounting Technology or Medical Coding and Billing block will be required to take additional courses.

Choose from one of the following blocks:

ACCOUNTING TECHNOLOGY

ACNT 1303 Introduction to Accounting I
ACNT 1304 Introduction to Accounting II
ACNT 1329 Payroll and Business Tax Accounting
ACNT 1311 Introduction to Computerized Accounting
ACNT 1331 Federal Income Tax: Individual
ACNT 1191 Special Topics in Accounting
ACNT 1313 Computerized Accounting Applications

ADMINISTRATIVE MANAGEMENT

BMGT 1301 Supervision
HRPO 2301 Human Resource Management
MRKG 1311 Principles of Marketing
POFT 1319 Records and Information Management I
ACNT 1303 Introduction to Accounting I
BMGT 1325 Office Management

LEGAL ASSISTING

LGLA 1355 Family Law
LGLA 1307 Intro. to Law and Legal Professional
LGLA 1353 Wills, Trust and Probate Administration
BUSI 2301 Business Law
LGLA 1345 Civil Litigation
HRPO 1311 Human Relations

MEDICAL CODING AND BILLING

HITT 1305 Medical Terminology I
POFM 1300 Medical Coding Basics
POFM 1317 Medical Administrative Support
MDCA 1343 Medical Insurance
POFM 2310 Intermediate Medical Coding
HITT 1301 Health Data Content and Structure
MDCA 1309 Anatomy and Physiology for Medical Assistants

¹ Humanities / Visual and Performing Arts Electives: Any General Education Core course that meets these categories..

² History/Government/Social and Behavioral Sciences Electives: Any General Education Core course that meets these categories.

« TSI Requirement (Texas Success Initiative - any other State-approved test) - Student must pass all three sections of State-approved test to graduate with this degree.