

# Career-Technical Education Advanced Technical Certificate Degree Plan

## BUSINESS MANAGEMENT TECH. PROGRAM CHECK SHEET | BMG2 Major | CIP Code: 52.0201

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.

### 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 9<sup>th</sup> grade level or higher on the TABE, Form 9/10 or have permission of instructor 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<br>20__ | SPRING<br>20__ | FALL<br>20__ |
|---|-------------------------------|----------------|--------------|----------------|--------------|
| <b>FIRST SEMESTER FRESHMAN</b>  |                               |                |              |                |              |
| BOT 1013 Introduction to Keyboarding  | 3 hrs.                        |                |              |                |              |
| BOT 1233 Microsoft Word I   | 3 hrs.                        |                |              |                |              |
| BOT 1313 Applied Business Math  | 3 hrs.                        |                |              |                |              |
| BOT 1433 Business Accounting <b>OR</b><br>ACC 2213 Principles of Accounting I                 | 3 hrs.                        |                |              |                |              |
| BOT 1763 Communication Essentials   | 3 hrs.                        |                |              |                |              |
| <b>SECOND SEMESTER FRESHMAN</b>   |                               |                |              |                |              |
| BOT 1453 Introduction to Business Management  | 3 hrs.                        |                |              |                |              |
| BOT 1493 Social Media Management  | 3 hrs.                        |                |              |                |              |
| BOT 1823 Microsoft Excel I  | 3 hrs.                        |                |              |                |              |
| BOT 2183 Career Readiness <b>OR</b><br>LLS 1723 Employment Readiness                          | 3 hrs.                        |                |              |                |              |
| BOT 2433 QuickBooks   | 3 hrs.                        |                |              |                |              |
| <b>FIRST SEMESTER SOPHOMORE</b>   |                               |                |              |                |              |
| BOT 2233 Human Resource Management  | 3 hrs.                        |                |              |                |              |
| BOT 1853 Microsoft Excel II   | 3 hrs.                        |                |              |                |              |
| BOT 2613 Entrepreneurial Problem Solving  | 3 hrs.                        |                |              |                |              |
| * Recommended Elective  | 3 hrs.                        |                |              |                |              |
| * Recommended Elective  | 3 hrs.                        |                |              |                |              |
| <b>RECOMMENDED ELECTIVES:</b>   |                               |                |              |                |              |
| BOT 1243 Microsoft Word II  |                               |                |              |                |              |
| BOT 1443 Advanced Business Accounting   |                               |                |              |                |              |
| BOT 2333 Microsoft Access   |                               |                |              |                |              |
| BOT 2423 Income Tax Accounting  |                               |                |              |                |              |
| BOT 2463 Payroll Accounting   |                               |                |              |                |              |
| BOT 2473 Cost Accounting  |                               |                |              |                |              |
| WBL 2923 Work-Based Learning  |                               |                |              |                |              |
| <b>TOTAL HOURS:</b>   |                               | <b>45 HRS.</b> |              |                |              |
| <b>NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN<br/>INSTITUTION OF HIGHER LEARNING.</b> | <b>Total<br/>Hours<br/>45</b> |                |              |                |              |
|   | <b>Advisor Initials</b>       |                |              |                |              |
|   | <b>Date</b>                   |                |              |                |              |