

a career as an administrative assistant. Upon successful completion of the required two-year curriculum, the student will receive an Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| BOT 1013, Intro. to Keyboarding (1st minisession) | 3 | BOT 1763, Communication Essentials..... | 3 |
| BOT 1233, Microsoft Word I (2nd minisession) | 3 | BOT 1823, Microsoft Excel I..... | 3 |
| BOT 1313, Appl. Business Math..... | 3 | BOT 2433, Quickbooks..... | 3 |
| BOT 1433, Business Accounting..... | 3 | BOT 1243, Microsoft Word II | 3 |
| BOT 1413, Records Management..... | 3 | *BOT Adviser Approved Elective..... | 3 |
| Total | 15 | Total | 15 |

CAREER CERTIFICATE EXIT POINT

SOPHOMORE YEAR

| Third Semester | Semester Hours | Fourth Semester | Semester Hours |
|-------------------------------------|----------------|---|----------------|
| BOT 2233, Human Resource Mgmt. | 3 | ENG 1113, English Comp. I..... | 3 |
| BOT 2333, Microsoft Access | 3 | SPT 1113, Public Speaking..... | 3 |
| BOT 1853, Microsoft Excel II..... | 3 | Humanities/Fine Arts Elective..... | 3 |
| BOT 2183, Career Readiness..... | 3 | Social/Behavioral Science Elective..... | 3 |
| *BOT Adviser Approved Elective..... | 3 | Math/Science Elective | 3 |
| Total | 15 | Total | 15 |

**TECHNICAL CERTIFICATE
EXIT POINT**

* BOT Electives: BOT 1493 Social Media Management, BOT 2133 Desktop Publishing, BOT 2723 Administrative Office Procedures, WBL 1913 Work-Based Learning

Business Management Technology

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

Career Certificate • Technical Certificate • Associate of Applied Science

The Business Management Technology curriculum is a two-year program that provides training in management with an emphasis on planning, organizing, and coordinating. Individuals are trained for career opportunities in production and distribution industries, small businesses, legal offices, insurance companies, financial institutions, and self-employment. Upon successful completion of this program, graduates earn the Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

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FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| BOT 1013, Intro. to Keyboarding (1st minisession) | 3 | BOT 1763, Communication Essentials..... | 3 |
| BOT 1233, Microsoft Word I (2nd minisession) | 3 | BOT 1823, Microsoft Excel I..... | 3 |
| BOT 1313, Appl. Business Math | 3 | BOT 2433, Quickbooks..... | 3 |
| BOT 1433, Business Accounting..... | 3 | BOT 1243, Microsoft Word II | 3 |
| BOT 1453, Intro. to Bus. Mgmt. | 3 | BOT 1493, Social Media Mgmt..... | 3 |
| Total | 15 | Total | 15 |

CAREER CERTIFICATE EXIT POINT

SOPHOMORE YEAR

| Third Semester | Semester Hours | Fourth Semester | Semester Hours |
|-------------------------------------|----------------|---|----------------|
| BOT 2233, Human Resource Mgmt. | 3 | ENG 1113, English Comp. I | 3 |
| BOT 2613, Entre. Prob. Solving..... | 3 | SPT 1113, Public Speaking..... | 3 |
| BOT 1853, Microsoft Excel II..... | 3 | Humanities/Fine Arts Elective..... | 3 |
| BOT 2183, Career Readiness..... | 3 | Social/Behavioral Science Elective..... | 3 |
| *BOT Adviser Approved Elective..... | 3 | Math/Science Elective | 3 |
| Total | 15 | Total | 15 |

TECHNICAL CERTIFICATE EXIT POINT

* BOT Electives: BOT 2333 Microsoft Access, BOT 2133 Desktop Publishing, WBL 1913 Work-Based Learning

Medical Office Technology

Advisers: Randall, Sugg (DeSoto Center); Littrell, Barber, Buchanan (LYTC); Dickerson, Etherton, McGuffee (Senatobia) • Offered at Senatobia campus, DeSoto Center-Southaven, Lafayette-Yalobusha Technical Center (Oxford) • *Major can be completed fully online*

Career Certificate • Technical Certificate • Associate of Applied Science

The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession; such as a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, the student will receive an Associate of Applied Science degree. Students in the program will complete Office Proficiency Assessment and Certifications.

FRESHMAN YEAR

| First Semester | Semester Hours | Second Semester | Semester Hours |
|--|----------------|--|----------------|
| BOT 1013, Intro. to Keyboarding (1st minisession) | 3 | BOT 1763, Communication Essentials..... | 3 |
| BOT 1233, Microsoft Word I (2nd minisession) | 3 | BOT 1623, Medical Terminology II | 3 |
| BOT 1313, Appl. Business Math | 3 | BOT 2743, Medical Office Concepts .. | 3 |
| BOT 1433, Business Accounting..... | 3 | BOT 2763, Elect. Health Records | 3 |
| BOT 1613, Medical Terminology I..... | 3 | *BOT Adviser Approved Elective..... | 3 |
| Total | 15 | Total | 15 |

CAREER CERTIFICATE EXIT POINT