

Murray State College
Tishomingo and Ardmore

Business Management – Business Office Technology Option

PROGRAM REQUIREMENTS

	Credit Hours
GENERAL EDUCATION	19-20
EFFECTIVE COMMUNICATION (6 Hours)	
ENG 1113 English Composition I	3
ENG 1213 English Composition II (or)	3
SPC 1113 Fundamentals of Speech	
HISTORY AND POLITICAL AWARENESS (6 Hours)	
HST 1483 US History to 1877 (or)	3
HST 1493 US History since 1877	
GVT 1113 American Federal Government	3
HUMANITIES (1 Hour)	
HUM 1111 Humanities (or)	1
Any course from Area 4 listed in the current College Catalog	
COMPUTER PROFICIENCY (3 Hours)	
CIS 1113 Computer Applications	3
(or Displayed Proficiency)	
ARTS & SCIENCES (3 Hours)	
BC 2113 Business Communications.....	3
ACADEMIC SUCCESS (IF APPLICABLE)*	
COL 1211 Student Success Strategies	(1)

*All first-time, full-time freshmen students seeking a degree or certificate are required to enroll in Student Success Strategies and the New Student Symposium

PROGRAM CORE REQUIREMENTS..... 24

ACC 2103 Fund. Financial Accounting	3
BM 1103 Introduction to Business.....	3
BM 1403 Business Math.....	3
BM 2013 Prin. of Management	3
BM 2613 Business Ethics	3
BUS 2763 Professional Development.....	3
CIS 2723 Spreadsheet Applications	3
BM 2513 Bus. Mgmt. Internship I.....	3

TECHNICAL CORE REQUIREMENTS..... 12

BM 1503 Human Resource Management.....	3
BUS 2743 Administrative Office Procedures	3
CIS 2603 Specialized Word Processing	3
FIN 2633 Personal Finance	3
Substitutions may be made with prior approval.	

RECOMMENDED OPTION ELECTIVES 6

ACC 1113 Introduction to Accounting.....	3
ACC 2203 Fundamentals of Managerial Accounting...	3
ACC 2303 Computerized Accounting	3
BUS 2743 Administrative Office Procedures	3
BUS 2810 Special Problems in Business	1-3
CIS 2213 Database Management Systems.....	3
CIS 2253 Web Page Design	3
CIS 2803 Desktop Publishing	3
CJ 1433 Introduction to Law	3
MOA 1113 Medical Terminology I.....	3
MOA 2123 Medical Office Procedures I.....	3
MOA 2213 Medical Office Procedures and Billing.....	3

TOTAL CREDIT HOURS 61

MSC TOTAL CREDIT HOURS REQUIRED..... 61

SUGGESTED COURSE SEQUENCE

	Credit Hours
FIRST SEMESTER	16
COL 1211 Student Success Strategies	1
ENG 1113 English Composition I	3
CIS 1113 Computer Applications	3
BM 1103 Introduction to Business	3
GVT 1113 American Federal Government	3
BM 1403 Business Math	3
SECOND SEMESTER	
ENG 1213 English Composition II (or)	3
SPC 1113 Fundamentals of Speech	
HST 1483 American History to 1877 (or)	3
HST 1493 Amer. History since 1877	
BM 2013 Principles of Management	3
BM 2613 Business Ethics.....	3
Recommended Option Elective	3
THIRD SEMESTER	
ACC 2103 Fund. of Financial Acct.....	3
BM 1503 Human Resource Management	3
CIS 2603 Specialized Word Processing	3
BUS 2743 Admin. Office Procedures	3
Humanities Elective	1
BM 2513 Bus. Mgmt. Internship I	3
FOURTH SEMESTER	
BC 2113 Business Communications.....	3
BUS 2763 Professional Development.....	3
CIS 2723 Spreadsheet Applications	3
FIN 2633 Personal Finance.....	3
Recommended Option Elective	3

The above list is a suggested course sequence only. Students may, with guidance from their Graduation Advisor, make changes to the course sequence. Students should be aware that changes to the course sequence may require more than four semesters to complete their Associate's Degree.

PROGRAM OVERVIEW

This suggested curriculum includes degree requirements and courses that will prepare students to begin a career in their specific field of interest. Be careful to select the courses that will best meet job requirements for the desired occupation.

The business management curriculum, in general is designed to prepare graduates for the business environment. Specific options, such as Business Office Technology, assist graduates in customizing their educational background to fit the career in which they can be most successful.

CAREER OPPORTUNITIES IN BUSINESS MANAGEMENT – BUSINESS OFFICE TECHNOLOGY

- Office manager
- Executive assistant
- Payroll specialist
- Customer service manager
- Applications specialist
- Records manager

GENERAL COLLEGE PREPARATORY REQUIREMENTS

Students may be required to complete transitional courses in English and/or Math prior to being admitted into college level courses. Academic Placement is determined either by ACT results or placement exams