

## Program Curriculum

### First Semester Freshman

**Semester  
Hours**

BOT 1273 Introduction to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1433 Business Accounting	3
BOT 1763 Communication Essentials	3
LLS 1311 Orientation	1
Humanities/Fine Arts Elective	3
<b>Total Hours</b>	<b>16</b>

### Second Semester

**Semester  
Hours**

BOT 1443 Advanced Business Accounting	3
BOT 1493 Social Media Management	3
BOT 2233 Human Resource Management	3
BOT 2433 QuickBooks	3
BOT 2623 Principles of Business Finance	3
Mathematics/Science Elective	3
<b>Total Hours</b>	<b>18</b>

### Third Semester Sophomore

**Semester  
Hours**

BOT 1233 Microsoft Word I	3
BOT 1823 Microsoft Excel I	3
BOT 2333 Microsoft Access	3
BOT 2463 Payroll Accounting	3
ENG 1113 English Composition I	3
<b>Total Hours</b>	<b>15</b>

### Fourth Semester

**Semester  
Hours**

BOT 1243 Microsoft Word II	3
BOT 1853 Microsoft Excel II	3
BOT 2183 Career Readiness	3
SPT 1113 Public Speaking	3
Social/Behavioral Science Elective	3
<b>Total Hours</b>	<b>15</b>

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**SOUTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

Career Technical Education  
Business Technology

# Office Management Technology

## Program Description

The Office Management Technology Program is a two-year technical program designed to prepare potential students with a relevant professional management education and effective approach to technology, entrepreneurship, human resources, and management information.

Upon successful completion, students will have developed skills in innovation aspects of technology and business management with an emphasis on project-based learning and field externships.

An Associate of Applied Science degree can be obtained after successful completion of two years.

## Admission Requirements

Priority given to applicants with ACT composite of 16 or equivalent Next-Generation Accuplacer score.

## Job Opportunities

Secretary, Office Manager, Bank Teller, Administrative Assistant, Data Entry Personnel, File Clerk, Receptionist, Human Resources or any general-office related position.

## Contact Information

Leigh Anne Gibson, Advisor  
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