

BUSINESS ADMINISTRATION

Associate in Applied Science A.A.S.: Option 3: Business Administration Degree - Human Resources Management

This 61 credit-hour degree program is designed to assist students in a wide variety of business occupations. The curriculum is structured to meet the needs of individuals interested in gaining or improving business knowledge and management skills. The program develops abilities that will help organize, coordinate and evaluate the functions of the Human Resources Department or branch of an organization in either an industrial or administrative management capacity. This degree also provides the fundamental management skills needed by the successful owner-manager of a business.

This degree is shown in a standardized sequential semester option. However, it available as fast track modality, apprenticeships and online options as well. Please contact an advisor to get the most current scheduling. This degree plan is one of seven options that students may pursue to earn the Business Management Associate in Applied Science (AAS) degree. While there are multiple specializations, **this particular degree can be awarded only once.**

F = Fall only course S = Spring only course U = Summer only course

FIRST SEMESTER:

Number	Course Title	Credits	Course Category
ENG 101	Composition	3	AAS General Education
	Humanities ¹	3	AAS General Education
MGT 111	Introduction to Business Organization	3	Program Requirement
MGT 150	Business Math or Math Competency ²	3	AAS General Education
PSY 101	Introduction to Psychology ⁺	3	AAS General Education

SECOND SEMESTER:

Number	Course Title	Credits	Course Category
ACC 101	Introduction to Financial Accounting	4	Program Requirement
ACC 216	Employment Law	3	Program Requirement
CIS 100	Computer and Digital Literacy or CIS 101 Introduction to Computer Information Systems	3	Program Requirement
MGT 165	Global Business ⁺	3	Program Requirement
MGT 265	Human Resources Management	3	Program Requirement

THIRD SEMESTER:

Number	Course Title	Credits	Course Category
ACC 102	Introduction to Managerial Accounting	3	Program Requirement
ECO 211	Microeconomics	3	AAS General Education
ENG 130	Business Writing or SPE 101 Fundamentals of Speech Communication ³	3	Program Requirement
MGT 204	Training and Development	3	Program Requirement
MGT 270	Principles of Management	3	Program Requirement

FOURTH SEMESTER:

Number	Course Title	Credits	Course Category
ACC 211	Business Law I	3	Program Requirement
MGT 218	Introduction to Finance	3	Program Requirement
MGT 266	Employee Compensation and Benefits	3	Program Requirement
MGT 280	Organizational Behavior	3	Program Requirement
MKT 245	Principles of Marketing	3	Program Requirement

1 PHI 150 (Business Ethics) is recommended.

2 The mathematics requirement for this degree can be met with Math Competency. See [Math Competency options](#) for information. Students who utilize Math Competency to meet the mathematics requirement must complete an additional three credit-hour elective. See full list of [AAS General Education Electives](#).

+ This course meets the World Cultures and Diversity graduation requirement.

3 If pursuing a fully online degree, choose ENG 130; otherwise choose SPE 101.