

## BUSINESS ADMINISTRATION

### Associate in Applied Science A.A.S.: Option 2: 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 is 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 six 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.

#### FIRST SEMESTER:

Number	Course Title	Credits	Course Category
ENG 101	Composition I .....	3	AAS General Education
	Humanities <sup>1</sup> .....	3	AAS General Education
MGT 111	Introduction to Business Organization <sup>2</sup> or		
MGT 154	Entrepreneurship .....	3	Program Requirement
MGT 150	Business Math <sup>3</sup> .....	3	AAS General Education
PSY 101	Introduction to Psychology <sup>4</sup> .....	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 <sup>5</sup> .....	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 <sup>4</sup> or		
PSY 245	Industrial/Organizational Psychology .....	3	Program Requirement
ECO 200	Introduction to Economics <sup>5</sup> or		
ECO 211	Microeconomics or		
ECO 212	Macroeconomics .....	3	AAS General Education
ENG 130	Business Writing <sup>6</sup> or		
SPE 101	Fundamentals of Speech Communication .....	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

<sup>1</sup> PHI 150 (Business Ethics) is recommended.

<sup>2</sup> MGT 111 is recommended.

<sup>3</sup> 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](#).

<sup>4</sup> This course meets the World Cultures and Diversity graduation requirement.

<sup>5</sup> ACC 102 is recommended.

<sup>6</sup> ECO 211 is recommended.

<sup>6</sup> If pursuing a fully online degree, choose ENG 130; otherwise choose SPE 101.