

BUSINESS ADMINISTRATION

Associate in Applied Science A.A.S.: Option 4: 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 sequenced 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	3	Communications
	Humanities ¹	3	Humanities
MGT 111	Introduction to Business Organization	3	Program Requirement
MGT 150	Business Math or Mathematics ²	3	Mathematics
PSY 101	Introduction to Psychology	3	Social and Behavioral Science

SECOND SEMESTER:

Number	Course Title	Credits	Course Category
ACC 101	Introduction to Financial Accounting ³	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 265	Human Resources Management	3	Program Requirement
PSY 245	Industrial/Organizational Psychology	3	Social and Behavioral Science

THIRD SEMESTER:

Number	Course Title	Credits	Course Category
ACC 102	Introduction to Managerial Accounting or MGT 165 Global Business ⁺	3	Program Requirement
ECO 211	Microeconomics	3	Program Requirement
MGT 204	Training and Development	3	Program Requirement
MGT 270	Principles of Management	3	Program Requirement
ENG 130	Business Writing or SPE 101 Fundamentals of Speech Communication	3	Communications

FOURTH SEMESTER:

Number	Course Title	Credits	Course Category
ACC 211	Business Law I	3	Program Requirement
ECO 212	Macroeconomics	3	Program Requirement
MGT 218	Introduction to Finance	3	Program Requirement
MGT 280	Organizational Behavior	3	Program Requirement
MKT 245	Principles of Marketing	3	Program Requirement

- 1 Students must take a course that meets the World Cultures and Diversity graduation requirement. If MGT 165 (Global Business) is taken, then PHI 150 (Business Ethics) is recommended for the Humanities course.
- 2 The mathematics elective must be MTH 103 or higher. Students should meet with a Student Development Faculty Counselor or the program coordinator for an appropriate math course.
- 3 Students should strongly consider enrolling in ACC 102 as well.
- + This course fulfills the World Cultures and Diversity graduation requirement.