

BUSINESS TECHNOLOGY, ASSOCIATE OF APPLIED SCIENCE - HUMAN RESOURCES MANAGEMENT OPTION

Curriculum

The matrix below is a sample plan for all coursework required for this program.

Course	Title	Hours
First Semester		
BST 1303	Introduction to Computers	3
BST 2133	Multimedia	3
BST 2513	Introduction to Human Resources Management	3
BST 2523	Employment Law	3
TMAT 1203	Technical Mathematics	3
Hours		15
Second Semester		
BST 1013	Word Processing	3
BST 1033	Administrative Support Procedures	3
BST 2533	Employee Recruiting, Training, and Compensation	3
ENGL 1013	Composition I	3
PSY 2003 or SOC 1003	General Psychology or Introductory Sociology	3
Hours		15
Third Semester		
Approved Elective		3
BST 2113	Advanced Word Processing	3
BST 2143	Introduction to Management	3
BST 2543	Workplace Behavior and Ethics	3
ENGL 1023	Composition II	3
Hours		15
Fourth Semester		
Approved Electives		3
BST 1043	Professional Communication	3
BST 1053	Spreadsheets	3
BST 1073	Accounting	3
BST 2213	Human Relations Principles and Practices	3
Hours		15
Total Hours		60

Approved Electives may include BST 1083 Introduction to Economics, BST 2053 Advanced Spreadsheets, BST 2123 Computer Applications for Accounting, BST 2223 Introduction to Research, BST 2173 Social Media Marketing, BST 2993 Special Topics for Business Technology, HS 1123 Communication and Interviewing *or other Business Technology courses not required by this curriculum.*