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	Completed
First Semester			
BST 1303 or CIS 1113	Introduction to Computers or Fundamental Computer Operation	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, BST 1083 Introduction to Economics, INT 2903 Internship,*or other Business Technology courses not required by this curriculum.*