

Business Associate • Human Resources E-Degree

Semester Course Outline • 2022 – 2023

29 Months (6 Semesters, 1 Summer Session) • Revised: 3/22/22

Associate of Applied Science (A.A.S.) Degree • Credits Required for Graduation: 76



First Fall Semester

Course Number	Course Title	Clock Hours	Credits
BUS 101	Introduction to Business	45	3
BUS 170	Human Resource Management	45	3
CSC 105	Computer Software Applications *	45	3
<ul style="list-style-type: none"> Selected Behavioral Science Course (Choose one) PSYC 100 – Psychology of Human Relations PSYC 101 – General Psychology * 		45	3
Total		180	12

First Spring Semester

Course Number	Course Title	Clock Hours	Credits
BSA 108	Employment Law	45	3
BUS 120	Principles of Marketing	45	3
BSA 232 or CSC 125	Social Media Marketing or Advanced Computer Applications	45	3
<ul style="list-style-type: none"> Selected Social Science Course (Choose one) ECON 105 – Leadership in the Global Workplace ECON 201 – Principles of Microeconomics I * ECON 202 – Principles of Macroeconomics II * SOC 100 – Introduction to Sociology * 		45	3
Total		180	12

First Summer Session

Course Number	Course Title	Clock Hours	Credits
BSA 230	QuickBooks	15	1
BUS 150	Advertising	45	3
Total		105	4

Second Fall Semester

Course Number	Course Title	Clock Hours	Credits
BUS 215	Business Ethics	45	3
BUS 220	Personal Finance	45	3
ACCT 210	Principles of Accounting I	45	3
CMST 101	Fundamentals of Speech * (CSS 100 – Career Search Strategies .5 credit)	45	3
Total		180	12

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Second Spring Semester

Course Number	Course Title	Clock Hours	Credits
BUS 230	Management Policy	45	3
ACCT 222	Payroll Accounting	45	3
◆ ACCT 211 or BUS 236	Principles of Accounting II or Financial Management	45	3
● Selected Mathematics Course (Choose one) MATH 100 – Applied General Math MATH 101 – Intermediate Algebra MATH 114 – College Algebra *		45	3
Total		180	12

Third Fall Semester

Course Number	Course Title	Clock Hours	Credits
BSA 210	Compensation Benefits	45	3
BUS 140	Business Law	45	3
BUS 244	International Business	45	3
● Selected Communications Course (Choose one) COMM 101 – Communications and Career Strategies ENGL 101 – Composition * (CSS 100 – Career Search Strategies .5 credit)		45	3
Total		180	12

Third Spring Semester

Course Number	Course Title	Clock Hours	Credits
BSA 212	Recruitment, Training, and Development	45	3
BUS 209	Principles of Insurance	45	3
BUS 235 or ◆◆ BUS 240 plus Elective	Business Internship or Business Internship/Capstone Project plus Elective	360	6
Total		450	12

All elective and/or additional courses not listed on your current program outline must be approved by your adviser and appropriately identified on the current program semester outline of any Business Associate Option or Financial Services Option.

◆ **Prerequisite:** Students must have successfully completed ACCT 210 – Principles of Accounting I (or have approval from the instructor) before enrolling in ACCT 211 – Principles of Accounting II or BUS 236 – Financial Management.

◆◆ **Selected Electives: Fall Semester**

BUS 122 – Business Relationships
ENT 100 – Entrepreneurship Essentials

Spring Semester

BSA 232 – Social Media Marketing
BUS 162 – Retail
BUS 210 – Small Business Development
BUS 238 – Business Innovations

● Students will select a course in each of the areas listed to meet general education requirements. Courses marked with an asterisk (*) can be transferred directly to the university system and may be substituted for recommended courses on the outline. Students should speak with an advisor before doing so.

Students who select to take transferable communications course ENGL 101, must also register for CSS 100 – Career Search Strategies for .5 credit. This curriculum is required for all Lake Area Tech graduates and is included in the COMM 101 course but is separate from the university system.