

Business • Human Resources Option

Semester Course Outline • 2024 – 2025

18 Months (4 Semesters) • Revised: 2/5/24

Associate of Applied Science (A.A.S.) Degree • Credits Required for Graduation: 72



First Year Fall Semester

Course Number	Course Title	Clock Hours	Credits
BUS 101	Introduction to Business	45	3
BUS 170	Human Resource Management	45	3
BUS 215	Business Ethics	45	3
ACCT 210	Principles of Accounting I	45	3
CSC 105	Computer Software Applications *	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		270	18

First Year Spring Semester

Course Number	Course Title	Clock Hours	Credits
BSA 108	Employment Law	45	3
BUS 120	Principles of Marketing	45	3
BUS 230	Management Policy	45	3
ACCT 222	Payroll Accounting	45	3
BSA 232 or CSC 125	Social Media Marketing or Advanced Computer Applications	45	3
• 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		270	18



Second Year – Fall Semester

Course Number	Course Title	Clock Hours	Credits
BSA 210	Compensation Benefits	45	3
BUS 122	Business Relationships	45	3
BUS 140	Business Law	45	3
BUS 244	International Business	45	3
CMST 101	Foundations of Communication *	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		225	18

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 220	Personal Finance	45	3
BUS 242	Internship/Capstone Project	180	3
◆ ACCT 211 or BUS 236	Principles of Accounting II or Financial Management	45	3
<ul style="list-style-type: none"> Selected Mathematics Course (Choose one) MATH 100 – Applied General Math MATH 101 – Intermediate Algebra MATH 114 – College Algebra * 		45	3
Total		405	18

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.
- 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.