

BUSINESS TECHNOLOGY PROGRAM

ASSOCIATES DEGREE IN BUSINESS TECHNOLOGY - HUMAN RESOURCE MANAGEMENT OPTION

Curriculum

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

1st Semester

Course Number and Name	Credits
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
Total Hours	15

2nd Semester

Course Number and Name	Credits
BST 1013 Word Processing	3
BST 1033 Administrative Support Procedures	3
BST 2533 Employee Recruiting, Training, and Compensation	3
ENGL 1013	3
PSY 2003 or SOC 1003	3
Total Hours	15

3rd Semester

Course Number and Name	Credits
Approved Elective	3
BST 2113 Advanced Word Processing	3
BST 2143 Introduction to Management	3
BST 2543 Workplace Behavior and Ethics	3
ENGL 1023	3
Total Hours	15

4th Semester

Course Number and Name	Credits
Approved Electives	3
BST 1043 Professional Communication	3
BST 1053 Spreadsheets	3
BST 1073 Accounting	3
BST 2213 Human Relations Principles and Practices	3
Total Hours	15

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.