



Business Administration

Human Resources Management

The Business Administration curriculum introduces students to the free enterprise system and the fundamentals of core business functions and processes. The program focuses on the unique factors that pervade entrepreneurial ventures and small businesses in today's global economy. Courses include business concepts in accounting, business law, economics, management, and marketing. Students learn how to apply these concepts through the study of computer literacy, communication, team-building, and decision-making.



businessadmin.waketech.edu

Business Administration/Human Resources Management AAS Degree A25120H

(Includes Business Core and Human Resources
Management Certificates)

First Fall Semester		Credit Hours
BUS 110	Introduction to Business.....	3
BUS 137	Principles of Management	3
ECO	Social Sciences Elective (choose 3 credit hours).....	3
MKT 120	Principles of Marketing	3
CIS 111	Basic PC Literacy	2
ENG 111	Writing and Inquiry	3

First Spring Semester		Credit Hours
ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 153	Human Resources Management.....	3
BUS 217	*Employment Law & Regulations.....	3

Eligible for Business Core Certificate C25120D

Second Fall Semester		Credit Hours
BUS 234	*Training & Development	3
BUS 240	Business Ethics	3
BUS 256	*Recruit., Selection & Personal Trg	3
BUS 258	*Compensation & Benefits.....	3
ENG 114	Professional Research & Reporting	3

Eligible for Human Resources Management Certificate C25120HB

Second Spring Semester		Credit Hours
ACC 121	Principles of Managerial Accounting	4
BUS 259	HRM Applications	3
	HRM Major Elective (choose 3 Credit hours)	3
HUM 115	Critical Thinking	3
MAT	Mathematics Elective (choose 3 credit hours).	3

**Indicates non-waiverable prerequisite for BUS 259, HRM Applications*

Graduation Requirements..... 64 Credit Hours

Receive an AAS Degree

Electives

Social Sciences Elective

ECO 151	Survey of Economics.....	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3

Mathematics Elective

MAT 110	Mathematical Measurement & Literacy	3
MAT 143	Quantitative Literacy	3

Human Resources Management Major Electives

BUS 151	People Skills.....	3
BUS 260	Business Communication.....	3
INT 180	Travel Study Abroad.....	3
MKT 223	Customer Service.....	3
MKT 232	Social Media Marketing	4
PAD 151	Intro to Public Policy	3
WBL 111-113	Work-Based Learning I	1-3



Business Administration Marketing

Business Administration's concentration in Marketing is designed to meet the demands of government agencies, financial institutions, and business and industry, from small to large. The program helps students develop skills in advertising and sales, marketing research and applications, social media marketing, and customer service – as well as core business concepts. Students learn how to apply these concepts through the study of computer literacy, communication, team-building, and decision-making.



businessadmin.waketech.edu