

**BUSINESS ADMINISTRATION: HUMAN RESOURCES MANAGEMENT**  
**A.A.S. Degree**  
**Day, Evening, & Online**

**PROGRAM PLANNING GUIDE**

Course Number	Course Title	Class	Hours Per Week		Credits
			Lab	Work/ Clinical	
<b><u>FIRST SEMESTER</u></b>					
<b>BUS 110</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>BUS 137</b>	<b>Principles of Management</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
<b>MKT 120</b>	<b>Principles of Marketing</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
CIS 110	Intro to Computers	2	2	0	3
—	Social Science Elective	3	0	0	3
(Choose a minimum of 3 credit hours from the Social Science Elective list.)					
ENG 111	Writing and Inquiry	3	0	0	3
<b><u>SECOND SEMESTER</u></b>					
ACC 120	Principles of Financial Accounting	3	2	0	4
<b>BUS 115</b>	<b>Business Law I</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
BUS 121	Business Math	2	2	0	3
BUS 217	Employment Law and Regulations*	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
<b><u>THIRD SEMESTER</u></b>					
ENG 114	Professional Research and Reporting	3	0	0	3
BUS 234	Training and Development*	3	0	0	3
BUS 256	Recruitment, Selection, & Personnel Planning*	3	0	0	3
BUS 258	Compensation and Benefits*	3	0	0	3
BUS 240	Business Ethics	3	0	0	3
<b><u>FOURTH SEMESTER</u></b>					
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 259	HRM Applications	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
—	Mathematics Elective	2	2	0	3
(Choose a minimum of 3 credit hours from the Mathematics Elective list.)					
BUS 255	Organizational Behavior in Business	3	0	0	3

**TOTAL GRADUATION REQUIREMENT: 65 SEMESTER CREDIT HOURS**

\*Indicates non-waivable prerequisite for BUS 259, HRM Applications

**Social Science Elective (Choose a minimum of 3 credit hours)**

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3

**Mathematics Elective (Choose a minimum of 3 credit hours)**

MAT	110	Mathematical Measurement & Literacy	2	2	0	3
MAT	143	Quantitative Literacy	2	2	0	3