

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	
<u>FIRST SEMESTER</u>					
BUS 110	Introduction to Business	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MAT —	Math Elective (Choose MAT 110 or MAT 143)	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3

Total Hours – 18

SECOND SEMESTER

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 153	Human Resource Management	3	0	0	3
ECO —	Social Science Elective (Choose ECO 151, ECO 251, or ECO 252)	3	0	0	3

Total Hours – 16

THIRD SEMESTER

BUS 217	Employment Law and Regulations*	3	0	0	3
BUS 234	Training and Development*	3	0	0	3
BUS 256	Recruitment, Selection, & Personnel*	3	0	0	3
BUS 258	Compensation and Benefits*	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3

Total Hours – 15

FOURTH SEMESTER

ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 240	Business Ethics	3	0	0	3
BUS 255	Organizational Behavior in Business	3	0	0	3
BUS 259	HRM Applications (Non-waivable prerequisites – BUS 217, BUS 234, BUS 256, and BUS 258)	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3

Total Hours – 16

TOTAL GRADUATION REQUIREMENT – 65 SEMESTER CREDIT HOURS

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

Date Revised: June 2020
 POS Start Date: 2019*FA
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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