



**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	
<b>FIRST SEMESTER</b>					
BUS 110	<b>Introduction to Business</b>	3	0	0	3
BUS 137	<b>Principles of Management</b>	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MAT	Math Elective	2	2	0	3

Total Hours – 18

**SECOND SEMESTER**

ACC 120	<b>Principles of Financial Accounting</b>	3	2	0	4
BUS 115	<b>Business Law I</b>	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 153	Human Resource Management	3	0	0	3
ECO	<b>Social Science Elective*</b>	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 (Could sub ENG 112 U or COM 231 U)	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**	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3

Total Hours – 16

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

\*Recommend taking MAT Elective before ECO to be most successful

\*\*Prerequisite – Take: BUS-217 or BUS-234

Date Revised: May 2022

POS Start Date: 2022\*FA

Bold courses are core to the program. U = UGETC (Universal General Education Transfer Component Course)

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

ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics U	3	0	0	3
ECO	252	Principles of Macroeconomics U	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 U	2	2	0	3
MAT	171	Precalculus Algebra U	3	2	0	4

Date Revised: May 2022

POS Start Date: 2022\*FA

Bold courses are core to the program. U = UGETC (Universal General Education Transfer Component Course)