

A.A.S. IN BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT



2021-2022

A.A.S. IN BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT

(A25120HR) Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Fall Semester 1			Lecture	Lab	Credit
ACA	111	College Student Success	1	0	1
ENG	111	Writing & Inquiry	3	0	3
BUS	110	Introduction to Business	3	0	3
OST	130	Comprehensive Keyboarding	2	2	3
BUS	137	Principles of Management	3	0	3
ACC	120	Principles of Financial Accounting	3	2	4
CIS	110	Introduction to Computers OR	2	2	3
CIS	111	Basic PC Literacy	1	2	2
			Total		19/20

Spring Semester 1			Lecture	Lab	Credit
ENG	112	Writing & Research in the Disc	3	0	3
MAT	143	Quantitative Literacy	2	2	3
OST	136	Word Processing	2	2	3
ACC	121	Principles of Managerial Accounting	3	2	4
CTS	130	Spreadsheet OR	2	2	3
ACC	149	Introduction to Accounting Spreadsheets	1	3	2
BUS	217	Employment Law and Regs	3	0	3
			Total		18/19

Fall Semester 2			Lecture	Lab	Credit
BUS	115	Business Law I	3	0	3
MKT	120	Principles of Marketing	3	0	3
BUS	258	Compensation and Benefits	3	0	3
BUS	234	Training and Development	3	0	3
BUS	256	Recruit, Selection & Personnel Plan	3	0	3
ACC	140	Payroll Accounting	1	3	2
			Total		17

Spring Semester 2			Lecture	Lab	Credit
BUS	260	Business Communications	3	0	3
BUS	259	HRM Applications	3	0	3
OST	286	Professional Development	3	0	3
*Humanities Gen Ed Requirement			3	0	3
*Social Science Gen Ed Requirement			3	0	3
Choose One:					
ECO	151	Survey of Economics	3	0	3
ECO	251	Principles of Microeconomics	3	0	3
ECO	252	Principles of Macroeconomics	3	0	3
			Total		18

TOTAL HOURS 72/74

**Please see the section titled "General Education Requirements for A.A.S. programs" at the end of the Program of Study section for specific courses that fulfill these requirements.*



CERTIFICATE IN BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT

(C25120HR)

			Lecture	Lab	Credit
BUS	234	Training and Development	3	0	3
BUS	217	Employment Law and Regulations	3	0	3
BUS	256	Recruit, Selection & Personnel Plan	3	0	3
BUS	258	Compensation and Benefits	3	0	3
BUS	259	HRM Applications	3	0	3
				Total	15