

PROGRAM: Business Administration Human Resources Management Option AAS A25120A2 Advising Guide

8 Weeks	8 Weeks	16 Weeks	FALL SEMESTER I		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			ACA-120 Career Assessment	1	
X			BUS-110 Introduction to Business <i>Pre-req ENG-002</i>	3	
	X		CIS-110 Introduction to Computers	3	
X			ENG-111 Writing and Inquiry <i>Pre-req ENG-002; Co-req ENG-011 if needed</i>	3	
	X		Mathematics Elective Credits	3-4	

8 Weeks	8 Weeks	16 Weeks	SPRING SEMESTER I		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			BUS-234 Training and Development	3	Spring only
X			BUS-240 Business Ethics	3	Spring only
	X		BUS-258 Compensation and Benefits	3	Spring only
	X		BUS-260 Business Communication <i>Pre-req C or better in ENG-111</i>	3	
	X		BUS-115 Business Law I <i>Pre-req ENG-002 (P2 grade)</i>	3	

SUMMER SEMESTER						
8 Weeks	10 Weeks	Course			Credit Hours	Program Notes
X		Economics Elective Credits			3	
X		English/Communications Elective Credits			3	

8 Weeks	8 Weeks	16 Weeks	FALL SEMESTER II		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			ACC-120 Principles of Financial Accounting <i>Pre-req ENG-002 (P2 grade), MAT-003 (P2 grade)</i>	4	
	X		ACC-149 Introduction to Accounting Spreadsheets <i>Pre-req ACC-120</i>	2	
	X		BUS-151 People Skills	3	
X			BUS-217 Employment Laws and Regulations	3	Fall only
	X		MKT-120 Principles of Marketing	3	

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X			BUS-256 Recruit Selection & Personnel Planning	3	
X			BUS-137 Principles of Management <i>Pre-req ENG-002 (P2 grade)</i>	3	
	X		BUS-259 Human Resource Management Applications <i>Pre-req BUS-217, BUS-234, BUS-256, BUS-258</i>	3	
X			BUS-125 Personal Finance	3	
	X		Humanities/Fine Arts Elective Credits	3	

English/Communications Elective Credits

COM-110 Introduction to Communication <i>Prereq ENG-002</i>	3	0	0	3
COM-120 Introduction to Interpersonal Communication <i>Prereq ENG-002</i>	3	0	0	3
COM -231 Public Speaking <i>Prereq ENG-002</i>	3	0	0	3
ENG-112 Writing and Research in the Disciplines <i>Pre-req C or better in ENG-111</i>	3	0	0	3
ENG-114 Professional Research & Reporting <i>Pre-req C or better in ENG-111</i>	3	0	0	3

Humanities/Fine Arts Elective Credit

ART-111 Art Appreciation <i>Pre-req ENG-002 (P2 grade)</i>	3	0	0	3
ART-114 Art History Survey I <i>Pre-req ENG-002 (P2 grade)</i>	3	0	0	3
ART-115 Art History Survey II <i>Pre-req ENG-002 (P2 grade)</i>	3	0	0	3
DRA-111 Theatre Appreciation <i>Pre-req ENG-002 (P2 grade)</i>	3	0	0	3
MUS-110 Music Appreciation <i>Pre-req ENG-002 (P2 grade)</i>	3	0	0	3
MUS-112 Introduction to Jazz	3	0	0	3
PHI-215 Philosophical Issues <i>Pre-req C or better in ENG-111</i>	3	0	0	3
PHI-240 Introduction to Ethics <i>Pre-req C or better in ENG-111</i>	3	0	0	3
HUM-115 Critical Thinking <i>Pre-req ENG-111</i>	3	0	0	3

Economics Elective Credits

ECO-251 Principles of Microeconomics <i>Pre-req ENG-002 (P2 grade) and MAT-003 (P2 grade)</i>	3	0	0	3
ECO-252 Principles of Macroeconomics <i>Pre-req ENG-002 (P2 grade) and MAT-003 (P2 grade)</i>	3	0	0	3

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Mathematics Elective Credits

MAT-143 Quantitative Literacy	2	2	0	3
MAT-152 Statistical Methods I	3	2	0	4
MAT-171 Precalculus Algebra	3	2	0	4