



**ASSOCIATE OF APPLIED BUSINESS**  
**BUSINESS MANAGEMENT – HUMAN**  
**RESOURCES MAJOR**

*The catalog in force is assigned to students based on the academic year they first applied to the college, and changes only when students change their major or request the change in writing. Refer to Policy No. 3357:15-13-28.*

**2021 Catalog**  
Effective Summer 2020

**2062**

*Business and Information Technology Division*

*Management and Marketing Department*

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
BUS121	Business Administration <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
MGT121	Principles of Management	3	BUS121 <b>or</b> ENT120	
MGT221	Supervision	3	MGT121	
MGT223	Business Decision Making	4	MGT121 <b>and</b> (ACC128 or ACC133)	
MGT224	Human Resource Management	3	MGT121	
MGT232	International Business	3	BUS121	
MGT237	Safety and Health Management	3	MGT224	
MGT238	Strategic Staffing	3	MGT224	
MGT239	Compensation and Benefits	3	MGT224	
MKT121	Principles of Marketing	3	BUS221	
<b>Total</b>		<b>31</b>		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar <sup>^^</sup>	1	<i>Take first semester</i>	
ACC130	Business Law and Ethics	3		
ACC132	Financial Accounting*	4	BUS124	
ACC133	Managerial Accounting	4	ACC132	
BUS124	Business Analysis with Algebra <sup>^</sup>	3	(MTH022 <b>or</b> proficiency) <b>and</b> (IDS102 <b>or</b> proficiency)	
BUS221	Microeconomics <sup>^</sup>	3	IDS102 <b>or</b> Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition <sup>^</sup>	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency	
MTH108 <b>or</b> MTH124 <b>or</b> MTH125	Explorations in Modern Mathematics <sup>^</sup> <b>or</b> Statistics Ω <b>or</b> College Algebra Ω	3 <b>or</b> 3 <b>or</b> 4	<i>Check for prerequisites</i>	
ITD122 <b>or</b> AOT226	Computer Applications for Professionals <sup>^</sup> ■ <b>or</b> Spreadsheet - Microsoft Excel <sup>^</sup>	3 <b>or</b> 3	ITD100 <b>or</b> Proficiency <b>or</b> ITD100 <b>or</b> Proficiency	
	<i>Select one (1) Arts &amp; Humanities Elective from the list below<sup>1</sup></i>	3	<i>Check for prerequisites</i>	
<b>Total</b>		<b>33-34</b>		
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>		

<sup>^</sup>Based upon SSC placement score

<sup>^^</sup>To promote student success, this course should be taken in the first semester

■ Successful completion of ITD102, ITD104, ITD105, and ITD106 may be substituted for ITD122

\*Student may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.

Ω MTH124 or MTH125 should only be taken by students planning to transfer to a four-year institution.

<sup>1</sup> Arts & Humanities Elective: ENG233, ENG234, ENG235, ENG236, ENG237, ENG240, ENG241, HIS121, HIS122, PHL122

## PART-TIME STUDENT ADVISING NOTES

### Academic Advising

Students should make an appointment to see their advisor before registering for classes each semester. They should have prepared a completed registration form, including courses they wish to take, prior to this meeting.

### Course Sequence

The semester-by-semester listing below provides the normal scheduling option for part-time associate degree students who plan to finish in eight semesters.

<u>First Semester</u>		<u>Credit Hours</u>	<u>Pre- and Co-requisites</u>
SSC101	Student Success Seminar^^	1	<i>Take first semester</i>
BUS121	Business Administration^	3	IDS102 <b>or</b> Proficiency
ITD122	Computer Applications for Professionals^■	3	ITD100 <b>or</b> Proficiency
<b>or</b>	<b>or</b>	<b>or</b>	<b>or</b>
AOT226	Spreadsheet - Microsoft Excel^	<u>3</u>	ITD100 <b>or</b> Proficiency
		<b>7</b>	
<u>Second Semester</u>			
BUS124	Business Analysis with Algebra^	3	(MTH022 <b>or</b> proficiency) <b>and</b> (IDS102 <b>or</b> proficiency)
ENG124	College Composition^	3	Co-ENG024 <b>or</b> Co-ENG011 <b>or</b> Proficiency
<i>Arts &amp; Humanities Elective</i> <sup>1</sup>		<u>3</u>	<i>Check for prerequisites</i>
		<b>9</b>	
<u>Third Semester</u>			
COM121	Effective Speaking	3	
MGT121	Principles of Management	3	BUS121 <b>or</b> ENT120
BUS221	Microeconomics^	<u>3</u>	IDS102 <b>or</b> Proficiency
		<b>9</b>	
<u>Fourth Semester</u>			
MGT232	International Business	3	BUS121
ACC132	Financial Accounting*	4	BUS124
MKT121	Principles of Marketing	<u>3</u>	BUS221
		<b>10</b>	
<u>Fifth Semester</u>			
ACC130	Business Law and Ethics	3	
ACC133	Managerial Accounting	4	ACC132
MGT224	Human Resource Management	<u>3</u>	MGT121
		<b>10</b>	
<u>Sixth Semester</u>			
MTH108	Explorations in Modern Mathematics^	3	
<b>or</b>	<b>or</b>	<b>or</b>	
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>
<b>or</b>	<b>or</b>	<b>or</b>	
MTH125	College Algebra Ω	4	
MGT221	Supervision	<u>3</u>	MGT121
		<b>6-7</b>	
<u>Seventh Semester</u>			
MGT223	Business Decision Making	4	MGT121 <b>and</b> (ACC128 <b>or</b> ACC133)
MGT237	Safety and Health Management	<u>3</u>	MGT224
		<b>7</b>	
<u>Eighth Semester</u>			
MGT238	Strategic Staffing	3	MGT224
MGT239	Compensation and Benefits	<u>3</u>	MGT224
		<b>6</b>	
	<b>TOTAL CREDITS</b>	<b>64-65</b>	

^Based upon SSC placement score

^^To promote student success, this course should be taken in the first semester

■Successful completion of ITD102, ITD104, ITD105, and ITD106 may be substituted for ITD122

\*Student may elect to take ACC121 Principles of Accounting as an introduction to accounting prior to taking this course.

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<sup>1</sup> Arts & Humanities Elective: ENG233, ENG234, ENG235, ENG236, ENG237, ENG240, ENG241, HIS121, HIS122, PHL122