



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.

2022-23 Catalog
Effective Summer 2022

2062

Business, Engineering, and Information Technologies Division

Management and Marketing Department

TECHNICAL Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
BUS121	Business Administration [^]	3	IDS102 or Proficiency	
MGT121	Principles of Management	3	BUS121 or ENT120	
MGT221	Supervision	3	MGT121	
MGT223	Business Decision Making	4	MGT121 and (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	
Total		31		
NON-TECH Course Number	Course Title	Credits	Pre- and Co-Requisites	Completed Sem./Year
SSC101	Student Success Seminar ^{^^}	1	<i>Take first semester</i>	
ACC130	Business Law and Ethics	3		
ACC132	Financial Accounting*	4	pre-co-BUS124	
ACC133	Managerial Accounting	4	ACC132	
BUS124	Business Analysis with Algebra [^]	3	(MTH022 or proficiency) and (IDS102 or proficiency)	
BUS221	Microeconomics [^]	3	IDS102 or Proficiency	
COM121	Effective Speaking	3		
ENG124	College Composition [^]	3	Co-ENG024 or Co-ENG011 or Proficiency	
MTH118 or MTH124 or MTH125	Quantitative Reasoning [^] or Statistics Ω or College Algebra Ω	3 or 3 or 4	<i>Check for prerequisites</i>	
ITD122 or AOT226	Computer Applications for Professionals [^] ■ or Spreadsheet - Microsoft Excel [^]	3 or 3	ITD100 or Proficiency or ITD100 or Proficiency	
	<i>Select one (1) Arts & Humanities Elective from the list below^l</i>	3	<i>Check for prerequisites</i>	
Total		33-34		
TOTAL CREDIT HOURS		64-65		

[^]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

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

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

^l Arts & Humanities Elective: ENG233, ENG234, ENG235, ENG236, ENG237, ENG240, ENG241, HIS121, HIS122, PHL122

FULL-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 full-time associate degree students who plan to finish in two years.

<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 or Proficiency
ITD122	Computer Applications for Professionals^■	3	ITD100 or Proficiency
or	or	or	or
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency
BUS124	Business Analysis with Algebra^	3	(MTH022 or proficiency) and (IDS102 or proficiency)
ENG124	College Composition^	3	Co-ENG024 or Co-ENG011 or Proficiency
<i>Arts & Humanities Elective ¹</i>		<u>3</u>	<i>Check for prerequisites</i>
		16	
<u>Second Semester</u>			
MTH118	Quantitative Reasoning^	3	
or	or	or	
MTH124	Statistics Ω	3	<i>Check for prerequisites</i>
or	or	or	
MTH125	College Algebra Ω	4	
MGT121	Principles of Management	3	BUS121 or ENT120
BUS221	Microeconomics^	3	IDS102 or Proficiency
MGT232	International Business	3	BUS121
ACC132	Financial Accounting*	4	pre-co-BUS124
		16-17	
<u>Third Semester</u>			
MKT121	Principles of Marketing	3	BUS221
ACC130	Business Law and Ethics	3	
ACC133	Managerial Accounting	4	ACC132
MGT224	Human Resource Management	3	MGT121
COM121	Effective Speaking	3	
		16	
<u>Fourth Semester</u>			
MGT221	Supervision	3	MGT121
MGT223	Business Decision Making	4	MGT121 and (ACC128 or ACC133)
MGT237	Safety and Health Management	3	MGT224
MGT238	Strategic Staffing	3	MGT224
MGT239	Compensation and Benefits	3	MGT224
		16	
TOTAL CREDITS		64-65	

^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

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

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

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