



**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.*

**2024-25 Catalog**  
Effective Summer 2024

**2062**

*Business, Engineering, and Information Technologies Division*

*Management and Marketing Department*

<b>TECHNICAL Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Pre- and Co-Requisites</b>	<b>Completed Sem./Year</b>
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 <b>or</b> 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>		
<b>NON-TECH Course Number</b>	<b>Course Title</b>	<b>Credits</b>	<b>Pre- and Co-Requisites</b>	<b>Completed Sem./Year</b>
SSC101	Student Success Seminar <sup>^^</sup>	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 <sup>^</sup>	3	(MTH022 <b>or</b> MTH023 <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	
MTH118 <b>or</b> MTH124 <b>or</b> MTH125	Quantitative Reasoning <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

<sup>■</sup>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 Introduction to Accounting prior to taking this course.

<sup>1</sup> 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 <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^	3	ITD100 <b>or</b> Proficiency
BUS124	Business Analysis^	3	(MTH022 <b>or</b> MTH023 <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<sup>1</sup></i>		<u>3</u>	<i>Check for prerequisites</i>
		<b>16</b>	
<u>Second Semester</u>			
MTH118	Quantitative Reasoning^	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	<u>4</u>	
MGT121	Principles of Management	3	BUS121 <b>or</b> ENT120
BUS221	Microeconomics^	3	IDS102 <b>or</b> Proficiency
MGT232	International Business	3	BUS121
ACC132	Financial Accounting*	<u>4</u>	pre-co-BUS124
		<b>16-17</b>	
<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	
		<b>16</b>	
<u>Fourth Semester</u>			
MGT221	Supervision	3	MGT121
MGT223	Business Decision Making	4	MGT121 <b>and</b> (ACC128 or ACC133)
MGT237	Safety and Health Management	3	MGT224
MGT238	Strategic Staffing	3	MGT224
MGT239	Compensation and Benefits	<u>3</u>	MGT224
		<b>16</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

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

\*Student may elect to take ACC121 Introduction to Accounting prior to taking this course.

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