

ASSOCIATE OF APPLIED BUSINESS

BUSINESS MANAGEMENT – HUMAN RESOURCES MAJOR

2025-26 Catalog Effective Summer 2025

2062



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.

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	Take first semester	
ACC130	Business Law and Ethics	3		
ACC132	Financial Accounting*	4	pre-co-BUS124	
ACC133	Managerial Accounting	4	ACC132	
BUS124	Business Analysis^	3	(MTH022 or MTH023 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	Quantitative Reasoning^	3		
or	or	or		
MTH124	Statistics Ω	3	Check for prerequisites	
or	or	or		
MTH125	College Algebra Ω	4		
ITD122	Computer Applications for Professionals^	3	ITD100 or Proficiency	
or	or	or	or	
AOT226	Spreadsheet - Microsoft Excel^	3	ITD100 or Proficiency	
	Select one (1) Arts & Humanities Elective from the list below ¹	3	Check for prerequisites	
Total				
	TOTAL CREDIT HOURS	33-34 64-65		

[^]Based upon SSC placement score

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

 $[\]Omega$ 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.

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

Effective Summer 2025

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2062

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.

SSC101 Student Success Seminar^^ 1 Take first semester BUS121 Business Administration^^ 3 IDS102 or Proficiency or or or or AOT226 Spreadsheet - Microsoft Excel^ 3 ITD100 or Proficiency BUS124 Business Analysis^ 3 (MTH022 or MTH023 or proficiency) and (IDS102 or proficiency) ENG124 College Composition^ 3 Co-ENG024 or Co-ENG011 or Proficiency Arts & Humanities Elective I 3 Co-ENG024 or Co-ENG011 or Proficiency Arts & Humanities Ilective I 3 Check for prerequisites Second Semester William 3 Check for prerequisites MTH118 Quantitative Reasoning^ 3 Check for prerequisites NTH1124 Statistics Ω 3 Check for prerequisites NTH125 College Algebra Ω 4 MCH121 MGT121 Principles of Management 3 BUS121 or ENT120 BUS221 Microeconomics^ 3 BUS121 or ENT120 MGT232 Financial Accounting*	First Semester		Credit Hours	Pre- and Co-requisites
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BUS124 Business Analysis				
ENG124 College Composition	AOT226	Spreadsheet - Microsoft Excel [^]		
Proficiency	BUS124	Business Analysis^	3	
ENG124 College Composition				
Proficiency Check for preequisites 16 16				
Arts & Humanities Elective 1 3 / 16 Check for prerequisites Second Semester MTH118 Quantitative Reasoning^ 3 Check for prerequisites or MTH124 Statistics Ω 4 Statistics Ω 4 Or Or <t< td=""><td>ENG124</td><td>College Composition^</td><td>3</td><td></td></t<>	ENG124	College Composition^	3	
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MGT239 Compensation and Benefits 3/16 MGT224 TOTAL CREDITS 64-65	MGT237			MGT224
TOTAL CREDITS 64-65	MGT238	Strategic Staffing	3	MGT224
TOTAL CREDITS 64-65	MGT239	Compensation and Benefits	<u>3</u>	MGT224
		TOTAL CREDITS	64-65	

[^]Based upon SSC placement score

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