

HUMAN RESOURCE

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The objective of the Business Program is to provide quality, up-to-date education for individuals who desire to enter into or advance careers in fields related to accounting, business administration, human resource, marketing, and office administration. All business majors are built on a blend of courses that stimulate critical thinking. Degrees and certificates within the Business Program are designed to prepare students for challenging and rewarding positions in business, industry, education, government, health care and public service. Certificates provide an opportunity to secure expertise in special areas of concentration, and students may use most coursework to pursue associate-level degrees.

The Accounting, Business Administration, Human Resource, and Marketing degrees are all accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

The Human Resource Major provides the practical skills and theory necessary to enter or advance in the human resource department of a small to large organization. Students prepare for generalist careers helping administer management practices, selection and placement, training and development, compensation and benefits, labor and employee relations, plus health, safety, and security.

This degree can be earned in a fully online format.

Human Resource Major (Available Online Only) Associate of Applied Business Degree Structured Course Sequence (4 Semester Plan)

First Year		Hours
First Semester		
COM 1110 	English Composition	3
COM 2110	Public Speaking	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010 	Principles of Management	3
HST 1620	American History Since 1877	3
SDE 1010 	First Year Experience	1
Term Hours		16
Second Semester		
AOT 2640	Spreadsheet Software and Applications	3
MGT 1260 or MGT 1250	Team Leadership or Team Building	3
MGT 2410	Employee Selection and Placement	3
MTH 1100 or MTH 1260	Math of Business ¹ or Statistics	3
PSY 1010  or SOC 1010	General Psychology or Sociology	3
Term Hours		15
Second Year		
First Semester		
ACC 1010	Corporate Accounting Principles	4
ECN 1410	Macro Economics	3
MGT 2010	Organizational Behavior	3
MGT 2440	Training, Development and Safety	3
MGT 2991	Practicum	1
MGT 2992	Seminar	1
Term Hours		15
Second Semester		
BUS 2100	Business Law	3
MGT 2060	Employee and Labor Relations	3
MGT 2435	Benefits and Compensation	3
MGT 2530  	Application in Human Resources	2
Elective (Must take at least 3 credit hours of elective classes)		3
Term Hours		14
Total Hours		60

 Portfolio Course

 Capstone Course

¹ **If planning to pursue a bachelor degree, choose from one of the TAG approved Math courses. See MTH courses in Course Description section of this catalog.**

See here for Portfolio and Capstone information.

Prerequisites:

Students should check course prerequisites before registering. Prerequisites are listed in the Course Tab.

All students in the on-line Human Resources major are required to have a microphone and webcam.

Basic Related Electives

Code	Title	Hours
ACC 1050	Accounting Software (QuickBooks)	2
ACC 1121	Payroll Accounting	2
AOT 2650	Database Software and Applications (Access)	3
MKT 1600	Customer Relations and Public Relations	3
MKT 2000	Digital Marketing	3
ECN 1430	Micro Economics	3

 Portfolio course

 Capstone course

Students are reminded to check course descriptions for prerequisites.

The Accounting, Business Administration, Marketing, and Human Resource majors are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 11520 West 119th Street, Overland Park, Kansas 66213.



Certificates

To be eligible for the following Business Program certificates, a student must have received a grade of "C" or better for each course required for the certificate and completed all required courses within four years of applying for the certificate.

Applications for these certificates can be obtained in the Office of the Dean of Business, Technology & Public Service. Please **do not** apply for a certificate until you have completed **all** required courses with a grade of "C" or better.

Prerequisites may be required for courses listed for each certificate. Please consult the course description section of this college catalog or see your advisor.

Human Resource Management Certificate

Code	Title	Hours
COM 1110 	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010 	Principles of Management	3
MGT 2060	Employee and Labor Relations	3
MGT 2410	Employee Selection and Placement	3
MGT 2435	Benefits and Compensation	3
MGT 2440	Training, Development and Safety	3
Total Hours		21

 Portfolio

See www.RhodesState.edu/GainfulEmployment for additional information on certificates.