

# 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, supply chain, digital marketing, digital media, and real estate. 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, and Human Resource 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 where they will use human resource skill sets, including employee selection, placement, benefits, compensation, training, development, safety, and labor relations. This degree also provides a foundation for individuals wanting to pursue the Associate Professional in Human Resources (aPHR) or Professional in Human Resources (PHR) professional certifications that are offered by the HR Certification Institute.

This degree can be earned in a fully online format.

## Technical Standards

See here for details.

## Tech Prep Partner

See here for details.

## Human Resource Major

(Available Online Only)

### Associate of Applied Business Degree

#### Structured Course Sequence (4 Semester Plan)

##### First Year

##### First Semester

|          |  |   |
|----------|--|---|
| COM 1110 | English Composition                    | 3 |
| CPT 1250 | Computer Applications in the Workplace | 3 |
| MGT 1010 | Principles of Management               | 3 |



|             |                                |   |
|-------------|--------------------------------|---|
| MTH 1151    | Quantitative Reasoning         | 3 |
| or MTH 1190 | or Finite Mathematics/Business |   |
| or MTH 1210 | or Mathematics I               |   |
| or MTH 1260 | or Statistics                  |   |
| or MTH 1370 | or College Algebra             |   |
| or MTH 1430 | or Trigonometry                |   |
| or MTH 1611 | or Business Calculus           |   |
| or MTH 1711 | or Calculus I                  |   |
| or MTH 1100 | or Math of Business            |   |

|             |                       |   |
|-------------|-----------------------|---|
| PSY 1010    | General Psychology    | 3 |
| or SOC 1010 | or Sociology          |   |
| SDE 1010    | First Year Experience | 1 |




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**Term Hours** **16**

##### Second Semester

|             |                                  |   |
|-------------|----------------------------------|---|
| ACC 1010    | Corporate Accounting Principles  | 4 |
| COM 2110    | Public Speaking                  | 3 |
| or COM 2213 | or Verbal Judo                   |   |
| ECN 1430    | Micro Economics                  | 3 |
| MGT 2000    | Human Resource Management        | 3 |
| MGT 2410    | Employee Selection and Placement | 3 |

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**Term Hours** **16**

##### Second Year

##### First Semester

|          |                                       |   |
|----------|---------------------------------------|---|
| AOT 2640 | Spreadsheet Software and Applications | 3 |
| BUS 2100 | Business Law                          | 3 |
| COM 1160 | Business Communications               | 3 |
| MGT 2440 | Training, Development and Safety      | 3 |
| MGT 2435 | Benefits and Compensation             | 3 |

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**Term Hours** **15**

##### Second Semester

|          |                                 |   |
|----------|---------------------------------|---|
| MGT 2060 | Employee and Labor Relations    | 3 |
| MGT 2530 | Applications in Human Resources | 2 |
|          |                                 |   |
| MGT 2010 | Organizational Behavior         | 3 |
| BUS 2991 | Internship (Practicum)          | 1 |
| BUS 2992 | Internship (Seminar)            | 1 |

|  |  |   |
|--|--|---|
| Elective (Must take at least 2 credit hours of elective classes) |  | 2 |
| See Options Below  |  |   |
| Any Science or Humanities course elective (see list below).      |  | 3 |

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**Term Hours** **15**

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**Total Hours** **62**

<sup>1</sup> If planning to transfer, take MTH 1260 or higher.

See here for Capstone information.

##### Prerequisites:

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

##### Basic/Related Elective Options

| Code     | Title                            | Hours |
|----------|----------------------------------|-------|
| ACC 1050 | Accounting Software (QuickBooks) | 2     |
| ACC 1121 | Payroll Accounting               | 2     |
| MKT 1010 | Principles of Marketing          | 3     |



|          |                                 |   |
|----------|---------------------------------|---|
| MKT 1610 | Customer Service                | 1 |
| MKT 1620 | Public Relations                | 1 |
| MKT 2000 | Digital Marketing and Analytics | 3 |

## Science and Humanities course electives

| Code     | Title                                 | Hours |
|----------|---------------------------------------|-------|
| BIO 1000 | Basic Human Structure and Function    | 3     |
| BIO 1090 | Concepts in Biology                   | 4     |
| BIO 1110 | Anatomy and Physiology I              | 4     |
| BIO 1120 | Anatomy and Physiology II             | 4     |
| BIO 1400 | Microbiology                          | 4     |
| BIO 2121 | Introduction to Human Genetics        | 4     |
| CHM 1110 | Introductory General Chemistry        | 4     |
| CHM 1120 | Introductory Organic and Biochemistry | 4     |
| GLG 1000 | Physical Geology                      | 4     |
| GLG 1004 | Historical Geology                    | 4     |
| HST 1011 | Western Civilization I                | 3     |
| HST 1012 | Western Civilization II               | 3     |
| HST 1333 | World Civilization I                  | 3     |
| HST 1334 | World Civilization II                 | 3     |
| HST 1610 | American History to 1877              | 3     |
| HST 1620 | American History Since 1877           | 3     |
| HST 2300 | Technology and Civilization           | 3     |
| HST 2510 | History of Latin America              | 3     |
| HST 2521 | Women in World History                | 3     |
| LIT 1450 | Introduction to Film                  | 3     |
| LIT 2210 | Introduction to Literature            | 3     |
| LIT 2215 | Native American Literature            | 3     |
| LIT 2227 | Literature of Graphic Novels          | 3     |
| LIT 2228 | African-American Literature           | 3     |
| LIT 2241 | World Literature I                    | 3     |
| LIT 2242 | World Literature II                   | 3     |
| LIT 2250 | The American Short Story              | 3     |
| LIT 2260 | Fantasy Literature                    | 3     |
| LIT 2301 | British Literature I                  | 3     |
| LIT 2305 | Introduction to Shakespeare           | 3     |
| LIT 2310 | Literature and the Holocaust          | 3     |
| LIT 2450 | Themes in Literature and Film         | 3     |
| MUS 1010 | Music Appreciation I                  | 3     |
| THR 1010 | Introduction to Theatre               | 3     |

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



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## Certificates

To be eligible for the following 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.

Prerequisites may be required for courses listed for each certificate. Please see the course descriptions.

## Human Resource Management Certificate

| First Year   |                                  | Hours     |
|--|----------------------------------|-----------|
| <b>First Semester</b>  |                                  |           |
| MGT 1010  | Principles of Management         | 3         |
|           |                                  |           |
| MGT 2000   | Human Resource Management        | 3         |
| MGT 2435   | Benefits and Compensation        | 3         |
| MGT 2440   | Training, Development and Safety | 3         |
| <b>Term Hours</b>  |                                  | <b>12</b> |
| <b>Second Semester</b>   |                                  |           |
| BUS 2100   | Business Law                     | 3         |
| MGT 2060   | Employee and Labor Relations     | 3         |
| MGT 2410   | Employee Selection and Placement | 3         |
| <b>Term Hours</b>  |                                  | <b>9</b>  |
| <b>Total Hours</b>   |                                  | <b>21</b> |