

Program Planning Guide
Business Administration, Human Resource Management Track,
Associate in Applied Science Degree (A25120)

Program Length: 6 Semesters

Career Pathway Options: Associate in Applied Science Degree in Business Administration

Program Site/s: Lee Main Campus - Selected Day and Evening Courses; Distance Education

Suggested Course Schedule:

		Hours				Notes:
		Class	Lab	Clinical	Credit	
1st Semester (Fall)						
BUS 115	Business Law I	3	0	0	3	
BUS 153	Human Resources Management	3	0	0	3	
CIS 110	Introduction to Computers	2	2	0	3	
ENG 111	Writing & Inquiry	3	0	0	3	
ACA	Student Success Course	1	0	0	1	
		12	2	0	13	

2nd Semester (Spring)

ACC 120	Principles of Financial Accounting	3	2	0	4	
BUS 110	Intro to Business	3	0	0	3	
BUS 217	Employment Law & Regulations	3	0	0	3	
BUS 261	Diversity in Management	3	0	0	3	
MAT 110/143*	Mathematics requirement	2	2	0	3	
		14	4	0	16	

3rd Semester (Summer)

BUS 137	Principles of Management	3	0	0	3	
ECO	Economics Course requirement	3	0	0	3	
		6	0	0	6	

4th Semester (Fall)

BUS 234	Training and Development	3	0	0	3	
BUS 256	Recruiting, Selection, & Pers Planning	3	0	0	3	
BUS 258	Compensation and Benefits	3	0	0	3	
ENG 114	Professional Research & Reporting	3	0	0	3	
ISC 121	Environmental Health and Safety	3	0	0	3	
		15	0	0	15	

5th Semester (Spring)

BUS 252	Labor Relations	3	0	0	3	
BUS 259	HRM Applications	3	0	0	3	
MKT 120	Principles of Marketing	3	0	0	3	
WBL 111	Work-based Learning I	0	10	0	1	
	Major Elective				4	
		9	10	0	14	

6th Semester (Summer)

	Social/Behavioral Science Elective	3	0	0	3	
	Humanities/Fine Arts Elective	3	0	0	3	
		6	0	0	6	

Electives

Economic Course - select one						
ECO 151	Survey of Economics	3	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	3	
ECO 252	Principles of Macroeconomics	3	0	0	3	

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Major Electives - select 4 SHC						
ACC 121	Principles of Managerial Accounting	3	2	0	4	
ACC 122	Principles of Financial Accounting II	3	0	0	3	
ACC 129	Individual Income Taxes	2	2	0	3	
ACC 130	Business Income Taxes	2	2	0	3	
ACC 140	Payroll Accounting	1	2	0	2	
ACC 150	Accounting Software Applications	1	2	0	2	
BUS 116	Business Law II	3	0	0	3	
BUS 151	People Skills	3	0	0	3	
BUS 196	Seminar in Business Administration	1	3	0	1	
BUS 228	Business Statistics	3	0	0	3	
BUS 255	Organizational Behavior in Business	3	0	0	3	
BUS 270	Professional Development	3	0	0	3	
BUS 280	REAL Small Business	4	0	0	4	
CHI 111	Elementary Chinese I	3	0	0	3	
CTS 130	Spreadsheet	2	2	0	3	
ECO 151	Survey of Economics	3	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	3	
ECO 252	Principles of Macroeconomics	3	0	0	3	
INT 110	International Business	3	0	0	3	
MKT 123	Fundamentals of Selling	3	0	0	3	
MKT 220	Advertising and Sales Promotion	3	0	0	3	
MKT 232	Social Media Marketing	3	2	0	4	
WEB 214	Social Media	3	0	0	3	

**Students may take MAT 110 (nontransferable) or MAT 143 (transferable)*

Total Semester Hours Credit required for graduation: 70

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Course Descriptions

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ACA 115	Success and Study Skills	0-2-1	ACC 130	Business Income Taxes	2-2-3
<p>This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.</p>			<p>This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.</p>		
ACA 122	College Transfer Success	0-2-1	ACC 140	Payroll Accounting	1-2-2
<p>This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</p>			<p><i>Prerequisite: Take One: ACC 115 or ACC 120</i> This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.</p>		
ACC 120	Principles of Financial Accounting	3-2-4	ACC 150	Acct Software Appl	1-2-2
<p>This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making, and address ethical considerations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</p>			<p><i>Prerequisite: Take One: ACC 115 or ACC 120</i> This course introduces microcomputer applications related to the accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.</p>		
ACC 121	Principles of Managerial Accounting	3-2-4	BUS 110	Introduction to Business	3-0-3
<p><i>Prerequisite: ACC 120</i> This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</p>			<p>This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</p>		
ACC 122	Principles of Financial Accounting II	3-0-3	BUS 115	Business Law I	3-0-3
<p><i>Prerequisite: ACC 120</i> This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.</p>			<p>This course introduces the student to the legal and the ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.</p>		
ACC 129	Individual Income Taxes	2-2-3	BUS 116	Business Law II	3-0-3
<p>This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.</p>			<p><i>Prerequisites: Take BUS 115</i> This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.</p>		

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Course Descriptions

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BUS 137	Principles of Management	3-0-3	and employees represented by a union. Topics include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.
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BUS 137	Principles of Management	3-0-3	This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.
BUS 151	People Skills	3-0-3	This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.
BUS 151	People Skills	3-0-3	This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.
BUS 153	Human Resource Management	3-0-3	This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.
BUS 153	Human Resource Management	3-0-3	This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.
BUS 217	Employment Law and Regulations	3-0-3	This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.
BUS 217	Employment Law and Regulations	3-0-3	This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.
BUS 228	Business Statistics	2-2-3	BUS 258 Compensation and Benefits 3-0-3
BUS 228	Business Statistics	2-2-3	This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.
BUS 228	Business Statistics	2-2-3	BUS 258 Compensation and Benefits 3-0-3
BUS 228	Business Statistics	2-2-3	This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.
BUS 228	Business Statistics	2-2-3	BUS 259 HRM Applications 3-0-3
BUS 228	Business Statistics	2-2-3	Prerequisites: Take all: BUS 217, BUS 234, BUS 256, and BUS 258
BUS 228	Business Statistics	2-2-3	This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.
BUS 228	Business Statistics	2-2-3	BUS 261 Diversity in Mgmt 3-0-3
BUS 228	Business Statistics	2-2-3	This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.
BUS 228	Business Statistics	2-2-3	BUS 270 Professional Development 3-0-3
BUS 228	Business Statistics	2-2-3	This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to
BUS 234	Training and Development	3-0-3	
BUS 234	Training and Development	3-0-3	This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.
BUS 252	Labor Relations	3-0-3	
BUS 252	Labor Relations	3-0-3	This course covers the history of the organized labor movement and the contractual relationship between corporate management

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demonstrate competent personal and professional skills necessary to get and keep a job.

under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

BUS 280 REAL Small Business 4-0-4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

ECO 252 Principles of Macroeconomics 3-0-3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Social/Behavioral Sciences.

CHI 111 Elementary Chinese I 3-0-3

This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.

ENG 111 Writing and Inquiry 3-0-3

Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, DRE 098, or appropriate placement test scores; or Multiple Measures waiver.

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in English Composition.

CIS 110 Introduction to Computers 2-2-3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.

ENG 114 Professional Research and Reporting 3-0-3

Prerequisite: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

CTS 130 Spreadsheet 2-2-3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

INT 110 International Business 3-0-3

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

ECO 151 Survey of Economics 3-0-3

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

ECO 251 Principles of Microeconomics 3-0-3

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer

ISC 121 Environmental Health and Safety 3-0-3

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety.

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MAT 110 Math Measurement & Literacy 2-2-3

Prerequisite: Take one set: Set 1: DMA 010, DMA 020, and DMA 030 Set 2: MAT 060 and MAT 070 Set 3: MAT 060 and MAT 080 Set 4: MAT 060 and MAT 090 Set 5: MAT 095 or appropriate placement scores.

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 143 Quantitative Literacy 2-2-3

Prerequisite: Appropriate test scores or Multiple Measures waiver or take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE-098 Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG-095 Set 3: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and ENG-090 and RED-090

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a universal general education transfer component (UGETC) course in Mathematics.

MKT 120 Principles of Marketing 3-0-3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making.

MKT 123 Fundamentals of Selling 3-0-3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising & Sales Promotion 3-0-3

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to

demonstrate an understanding of the concepts covered through application.

WBL 111 Work-Based Learning I 0-10-1

Local Prerequisite: Approval of Instructor or Department Chairperson

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 214 Social Media 2-2-3

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.