

Program Planning Guide
Business Administration, Human Resource Management Track,
Diploma (D25120HR)

Program Length: 4 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 234	Training and Development	3	0	0	3	
BUS 256	Recruiting, Selection, and Personnel	3	0	0	3	
BUS 258	Comp and Benefits	3	0	0	3	
BUS 110	Intro to Business	3	0	0	3	
ACA 122	College Transfer Success	0	2	0	1	
		12	2	0	13	
2nd Semester (Spring)						
BUS 137	Principles of Management	3	0	0	3	
ENG 111	Writing and Inquiry	3	0	0	3	
BUS 217	Employment Law & Regulations	3	0	0	3	
CIS 110	Intro. To Computers	2	2	0	3	
		11	2	0	12	
3rd Semester (Summer)						
BUS 153	Human Resource Management	3	0	0	3	
ECO	Economics Course requirement*	3	0	0	3	
		6	0	0	6	
4th Semester (Fall)						
BUS 115	Business Law I	3	0	0	3	
MKT 120	Principles of Marketing	3	0	0	3	
ACC 120	Principles of Financial Accounting	3	2	0	4	
MAT	Math Requirement**	3	0	0	3	
		12	6	0	13	
		41	10	0	44	

Economics Course Requirement*						
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	
Math Requirement **						
Math Course - select one						
MAT 110	Math Measurement and Literacy	2	2	0	3	(nontransferable)
MAT 143	Quantitative Literacy	2	2	0	3	(transferable)

Total Semester Hours Credit required for graduation: 44

Business Administration, Human Resource Management Track, Diploma (D25120)

Course Descriptions

~ 2 ~

ACA 122 College Transfer Success 0-2-1

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.

ACC 120 Principles of Financial Accounting 3-2-4

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.

BUS 110 Introduction to Business 3-0-3

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.

BUS 115 Business Law I 3-0-3

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.

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 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 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 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 256 Recruit Select and Per Plan 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 258 Compensation and Benefits 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.

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.

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.

Business Administration, Human Resource Management Track, Diploma (D25120)

Course Descriptions

~ 3 ~

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

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.

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.

MAT 110 Math Measurement & Literacy 2-2-3

Prerequisite: Take one set: Set 1: DMA 010, DMA 020, and DMA 030 Set 2: DMA 025; Set 3: MAT 003

Local RISE corequisites: Take one group: 1) MAT 010; 2) MAT 003; 3) DMA 010, DMA 020, DMA 030; 4) MAT 060; 5) DMA 025

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: Take one set: 1) DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE-098; 2) DMA 025, DMA 040, DMA 050 and DRE 098; 3) DMA 025, DMA 045 and DRE 098; 4) DMA 010, DMA 020, DMA 030, DMA 045 and DRE 098; 5) MAT-003 & ENG-002; 6) MAT-003 & ENG-111; 7) MAT-003 & DRE-098; 8) DMA-010, DMA-

020, DMA-030, DMA-040, DMA-050, & ENG-002; 9) DMA-010, DMA-020, DMA-030, DMA-045, & ENG-002; 10) DMA-025, DMA-040, DMA-050, & ENG-002; 11) DMA-025, DMA-045, & ENG-002
Local RISE corequisites: Take one group: 1) MAT-043; 2) MAT-003; 3) DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DRE-098; 4) DMA-025, DMA-040, DMA-050, DRE-098; 5) DMA-025, DMA-045, DRE-098

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.