

BUSINESS ADMINISTRATION
Human Resources Major
Associate in Specialized Business Degree Program
Eighteen months / 1550 clock hours / 104 quarter credits

This program is designed to prepare students for a career as a human resource generalist, recruiter, employment relations representative, or position classifier. The student is also provided with a sound base for continuing his or her education in the field of business administration.

The program is divided into six quarters during which time the student will complete the following subjects:

Course Number	Course Title	Quarter Credits
AC101	Principles of Accounting I ▪	4.0
AC102	Principles of Accounting II ▪	4.0
AC103	Payroll Records and Accounting ▪	3.0
AC 105	Computerized Accounting ▪	3.0
BA101	Introduction to Business ▪	5.0
BA103	Business Law I ▪	5.0
BA201	Principles of Management ▪	4.0
BA203	Elements of Economics ▪	4.0
BA204	Principles of Human Resource Management ▪	4.0
BA206	Employment Law ▪	4.0
BA209	Customer Service	4.0
BA212	Business Administration Externship ▪	12.0
CT101	Computer Fundamentals *	4.0
CT105	Word Processing	3.0
CT106	Spreadsheets	3.0
CT205	Business Office Presentations	3.0
CT206	Advanced Spreadsheets	3.0
EC101	English Composition *	4.0
EC102	Communication *	5.0
EC201	Business Communication	4.0
MA101	Business Mathematics	4.0
OT101	Keyboarding I	3.0
OT103	Records Management	3.0
PD100	Student Success	1.0
PD101	Professional Development I	1.0
PD102	Professional Development II	2.0
PS101	Introduction to Psychology *	5.0

* indicates a general education requirement

▪ Students must earn a grade of C- or better in order to graduate