

BUSINESS ADMINISTRATION - HUMAN RESOURCES MANAGEMENT (AAS)

Business & Information Technology

Program website (<https://www.harpercollege.edu/academics/business/business-administration/>)

Option 2: Business Administration Degree - Human Resources Management

Program Overview

This 61 credit-hour degree program is designed to assist students in a wide variety of business occupations. The curriculum is structured to meet the needs of individuals interested in gaining or improving business knowledge and management skills. The program develops abilities that will help organize, coordinate and evaluate the functions of the Human Resources Department or branch of an organization in either an industrial or administrative management capacity. This degree also provides the fundamental management skills needed by the successful owner-manager of a business.

This degree is shown in a standardized sequential semester option. However, it is available as fast track modality, apprenticeships and online options as well. Please contact an advisor to get the most current scheduling. This degree plan is one of six options that students may pursue to earn the Business Management Associate in Applied Science (AAS) degree. While there are multiple specializations, this particular degree can be awarded only once.

Program Requirements

First Semester		Hours
ENG 101	Composition I	3
Humanities ¹		3
MGT 111 or MGT 154	Introduction to Business Organization ² or Entrepreneurship	3
MGT 150	Business Math ³	3
PSY 101	Introduction to Psychology ⁺	3
Hours		15
Second Semester		Hours
ACC 101	Introduction to Financial Accounting	4
ACC 216	Employment Law	3
CIS 100 or CIS 101	Computer and Digital Literacy or Introduction to Computer Information Systems	3
MGT 165	Global Business ⁺	3
MGT 265	Human Resources Management	3
Hours		16
Third Semester		Hours
ACC 102 or PSY 245	Introduction to Managerial Accounting ⁴ or Industrial/Organizational Psychology	3
Select one of the following: ⁵		3
ECO 200	Introduction to Economics	
ECO 211	Microeconomics	

ECO 212	Macroeconomics	
ENG 130 or SPE 101	Business Writing ⁶ or Fundamentals of Speech Communication	3
MGT 204	Training and Development	3
MGT 270	Principles of Management	3
Hours		15
Fourth Semester		Hours
ACC 211	Business Law I	3
MGT 218	Introduction to Finance	3
MGT 266	Employee Compensation and Benefits	3
MGT 280	Organizational Behavior	3
MKT 245	Principles of Marketing	3
Hours		15
Total Hours		61

¹ PHI 150 is recommended.

² MGT 111 is recommended.

³ The mathematics requirement for this degree can be met with Math Competency. See Math Competency options (<https://www.harpercollege.edu/testing/docs/math-competency-options.php>) for information. Students who utilize Math Competency to meet the mathematics requirement must complete an additional three credit-hour elective. See full list of AAS General Education electives (<https://catalog.harpercollege.edu/catalog/programs/aas-general-education-electives/>).

⁺ This course meets the World Cultures and Diversity graduation requirement.

⁴ ACC 102 is recommended.

⁵ ECO 211 is recommended.

⁶ If pursuing a fully online degree, choose ENG 130; otherwise choose SPE 101.

Program Learning Outcomes

- Communicate persuasively and concisely, (orally, in writing, and presentation), using the language of business.
- Evaluate major business functions and related technologies domestically and globally.
- Explain and use quantitative tools in accounting, finance and economics.
- Demonstrate soft skills: emotional intelligence, entrepreneurial mindset, leadership and teamwork.
- Practice social consciousness and responsibility.
- Explore a business career direction.
- Examine business decisions with sound and defensible corporate and personal ethical policies.
- Evaluate employee performance to fit organizational and individual growth objectives.
- Develop a training and development plan consistent with corporate vision, structure, staffing, and employment practices.
- Analyze personnel practices and recommend appropriate enhancements to increase motivation and productivity.
- Apply effective management practices consistent with federal and state requirements for employee rights/protections, compensation, benefits, and labor relations.