

BUSINESS

**HUMAN RESOURCE MANAGEMENT OPTION – B011
A.S. in Business Administration**

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This two-year associate degree option prepares students for careers in human resource management. Students will learn human resource inventory management, recruiting and retention and organizational behavior. Upon graduating from this program, students will be able to interpret accounting data and analyze financial statements, apply the marketing concept, appreciate the role of law in business, and define traditional functions of management and its contribution to strategic planning. Students may use the degree to transfer to a number of area four-year institutions with which HCC has articulated transfer agreements.

Term/Grade	Course Number	Course Name	Course Credits
		GENERAL EDUCATION REQUIREMENTS	20
_____	ENG 101	Language and Literature I	3
_____	ENG 102	Language and Literature II	3
_____	ECN 101	Principles of Economics I	3
_____	PSY 110	Introduction to Psychology or	
_____	SOC 110	Introduction to Sociology	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
		PROGRAM REQUIREMENTS	30-31
_____	ACC 111	Principles of Accounting I	4
_____	ACC 112	Principles of Accounting II	4
_____	BUS 112	Professional Etiquette	1
_____	BUS 115	Computer Applications or	3-4
_____	CSI 111	Computer Concepts w/ Applications	
_____	LAW 211	Business Law	3
_____	LAW 218	Employment Law	3
_____	MGT 230	Principles of Management	3
_____	MGT 231	Human Resource Management	3
_____	MGT 240	Organizational Behavior or	3
_____	PSY 210/ SOC 210	Social Psychology	
_____	MKT 240	Principles of Marketing	3
		PROGRAM ELECTIVES	18-20
_____	_____	Humanities Elective (C) ¹	
_____	_____	Human Resource Management Elective ² or _____	3
_____	_____	Humanities Elective (C) ¹ or Human Resource Management Elective ² _____	3
_____	_____	Humanities Elective (C) ¹ or Human Resource Management Elective ² _____	3
_____	_____	Math Elective (D) ³ _____	3-4
_____	_____	Math Elective (D) ³ _____	3-4
_____	_____	General Elective _____	1-3
		Total Credits	68-71

NOTES:

¹ Students transferring under the Transfer Compact to UMass or any other Massachusetts state college or university MUST take nine (9) credits of Humanities (C) courses. Students planning to transfer to other four-year institutions should check with either their academic advisor or the HCC Transfer Affairs Coordinator in selecting their courses.

² Select from BUS 280, CSD 114, PHI 103, PSY 110, PSY 113, PSY 260, SOC 110, SOC 210, SOC 214, SOC 220, SSN 120.

³ Select from MTH 160 (D), MTH 162 (D), MTH 111 (D), MTH 112 (D), or MTH 142(D). Students will not receive credit for both MTH 162 and MTH 111.