Area of Study: **Business and Information Technology**
Pathway: **Human Resource Management**
Degree Type: **Associate in Applied Science**
Curriculum Code: **BUS.HRM.AAS (C206J)**

(Total Program Credits: 60-61)

Human Resources Management program will familiarize the student with the functions of Human Resource Management, which involves all management decisions, activities, and practices that directly affect or influence the effectiveness of persons within organizations.

PROGRAM LEARNING OUTCOMES:

At the successful completion of the Associate in Applied Science Degree in Human Resource Management program, the graduate will be able to:

• create documentation utilized in a Human Resource department;

• assess job candidates using different matrix reports;

• classify the different laws and policies applicable when interacting with current and potential employees;

• describe the development of a Human Resource system; and

• evaluate various Human Resource organizational situations.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor. Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses. *Developmental education courses do not transfer. They assist students in the path towards college credit.*

Program Map for Full-Time Students

Semester One: Fall	Category	Next Steps
		Meet with your Academic Advisor to create an academic plan.
ACC 100 ◊ Basic Accounting I (3) OR ACC 101 ◊ Financial Accounting (4)	*Required*	
BUS 141 ◊ Introduction to Business (3)	*Required*	
BUS 200 ◊ Introduction to Human Resource Management (3)	*Required*	Explore transfer institutions and admissions requirements by attending transfer events (if intending to transfer).
CIS 101 Computer Systems & Business Applications (3) OR BUS 107 Microsoft Office in Business Applications (3)	*Required*	
RHT 101 ◊# Freshman Rhetoric & Composition I (3)	*Communications*	

15-16 Credit hours

Note: Grade of "C" or higher is an IAI requirement for RHT 101 and RHT 102.

Semester Two: Spring	Category	Next Steps

BUS 161 ◊ Business Law I (3)	Required	Meet with your Academic Advisor to update your academic (and transfer plan, if intending to transfer). If intending to transfer, create a Transferology account to explore how coursework transfers and attend a Transfer 101 Workshop.
BUS 210 ◊# Recruitment and Selection (3)	Required	
BUS 220 ◊# Training and Development (3)	Required	
SPE 101 ◊# Principles of Effective Speaking (3)	Communications	
Humanities and Fine Arts (3)	Humanities/Fine Arts	

15 Credit hours

Note: Students must complete RHT 101, with SPE 101, or RHT 101 with RHT 102. Students intending to transfer are encouraged to complete all three courses: RHT 101 RHT 102 and SPE 101 to meet university requirements.

Semester Three: Fall	Category	Next Steps
BUS 188 ◊ Business Writing (3)	Required	Meet with your Academic Advisor to update your academic (and transfer plan, if intending to transfer). Attend a Ready to Apply Workshop.
BUS 240 ◊# Compensation and Benefits (3)	Required	
BUS 260 ◊ Labor Law (3)	Required	
BUS 270 ◊# Employee Health and Safety (3)	Required	
ECO 102 ◊ Macroeconomics (3)	Social and Behavioral Science	

15 Credit hours

Semester Four: Spring	Category	Next Steps
BUS 146 ◊ Business Computations (3) Or General Education/Mathematics course (3)	Required or IAI Math course for transfer students	Meet with your Academic Advisor to finalize your transfer plan and apply to your transfer institution(s) if intending to transfer. Submit graduation petition by deadline (check for the specific date in catalog or syllabi.)
BUS 150 ◊ Principles of Management (3)	Required	
BUS 205 ◊# Problem Solving for Human Resources (3)	Required	
BUS 250 ◊# Employee and Labor Relations (3)	Required	
Program Electives (3)	Program Electives	

15 Credit hours

Program Electives (3)	
Recommended BUS 262	
Any ACC, BUS or CIS course (3)	

Program Electives should be chosen with your advisor.

Graduation requirements:
Total semester hours required in *general education* toward the AAS Degree   **15**

Total semester hours for program *required courses, program specific electives and other electives* toward the AAS Degree in Human Resource Management **45**

Minimum total semester hours required for the AAS Degree **60**

General Education requirements:
- **Communications:** Two courses (six semester hours). Department choice of RHT 101 and RHT 102 or RHT 101 with SPE 101. If transferring, it is suggested to take all three courses.
- **Social and Behavioral Sciences or Humanities or Fine Arts:** Two courses (six semester hours are required for graduation; department choice whether courses are taken from each discipline or two courses from same discipline, to include one approved Human Diversity course.
- **Mathematics or Physical or Life Science:** One course (three semester hours); review specific program requirements for your selected curriculum.

Notes: *For students intending to go directly into the workforce take BUS 146◊. (BUS 146◊ meets Triton's Mathematics and/or Science general education requirement.)*

For students intending to transfer to a 4-year college or university take one of the IAI Mathematics or Science courses.

See BUS course descriptions (p. **Error! Bookmark not defined.**)*.*

See Humanities or Fine Arts General Education requirements.

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