

Completion Plan

First Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
COL 101 College Orientation	1		1 st 8-week
*ENG 155 Communications I OR *ENG 101 English Composition I	3	Co-requisite ENG 032 or equivalent	1 st 8-week
MAT 155 Contemporary Mathematics	3	MAT 033 or equivalent	1 st 8-week
ENG 156 Communications II	3	ENG 155	2 nd 8-week
*ACC 111 Accounting Concepts	3	MAT 033 or equivalent	2 nd 8-week
*BUS 101 Introduction to Business	3		2 nd 8-week
TOTAL	16		

Second Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
HSS 205 Technology and Society	3	Co-requisite ENG 032 or equivalent	Wintermester or Summer
PSY 201 General Psychology OR ECO 210 Macroeconomics OR PSC 201 American Government	3	Co-requisite ENG 032 or equivalent	Wintermester or Summer
TOTAL	6		

Third Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*ACC 101 Accounting Principles I	3	ACC 111 Co-requisite ENG 032 or equivalent	1 st 8-week
*BUS 121 Business Law I	3	Co-requisite ENG 032 or equivalent	1 st 8-week
*ACC 102 Accounting Principles II	3	ACC 101	2 nd 8-week
*ACC 150 Payroll Accounting	3		2 nd 8-week
*CPT 170 Microcomputer Applications	3		2 nd 8-week
TOTAL	15		

Fourth Semester			
	Credit Hours	Prerequisites	Recommended Term(s)
*BUS 128 Employment Law	3		Summer
*MKT 101 Marketing	3		Summer
*ACC 243 Computerized Accounting	1	ACC 111	Summer
@ Elective	1		Summer
TOTAL	8		

* Courses in this program that require a minimum grade of "C."

**Associate in Applied Science
Management
Human Resources (AAS.MGT.HMRES 35030)**

**Total Credit Hours: 60
Effective: Fall 2021**

Completion Plan

Fifth Semester			
*MGT 201 Human Resource Management	3		1 st 8-week
@ Elective	3		1 st 8-week
*MGT 101 Principles of Management	3		1 st or 2 nd 8-week
*BUS 136 Compensation and Benefits	3		2 nd 8-week
*BUS 123 Business Law II	3	BUS 121	2 nd 8-week
TOTAL	15		

@Electives: AOT 133 Professional Development; AOT 105 Keyboarding; BAF 101 Personal Finance; MGT 121 Small Business Preparations; MKT 130 Customer Service Principles; MKT 140 E-Marketing; MKT 141 Electronic Commerce Strategies

* Courses in this program that require a minimum grade of "C."