

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

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E-Institute: <http://webtide.hccdl.org> Courses in red are not available online.

This two-year associate degree option teaches students the various aspects of human resources, such as labor needs, employment recruiting, and job analysis. Students may use the degree to transfer to a number of area four-year institutions with which HCC has articulated transfer agreements. This program is accredited by the American Collegiate Business Schools Program (ACBSP). HCC is the only community college in Massachusetts with this certification.

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 <u>or</u>	
_____	SOC 110	Introduction to Sociology	3
_____	_____	Laboratory Science (D) _____	4
_____	_____	Laboratory Science (D) _____	4
PROGRAM REQUIREMENTS			29-30
_____	ACC 111	Principles of Accounting I	4
_____	ACC 112	Principles of Accounting II	4
_____	BUS 112	Professional Etiquette	1
_____	BUS 115	Computer Applications <u>or</u>	3
_____	CSI 111	Computer Concepts w/ Applications	4
_____	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 <u>or</u>	3
_____	PSY 210/	Social Psychology	
_____	SOC 210		
_____	MKT 240	Principles of Marketing	3
PROGRAM ELECTIVES			13-16
_____	_____	Humanities Elective (C) ¹ <u>or</u>	
_____	_____	Human Resource Management Elective ² _____	3
_____	_____	Humanities Elective (C) ¹ <u>or</u>	
_____	_____	Human Resource Management Elective ² _____	3
_____	_____	Humanities Elective (C) ¹ <u>or</u>	
_____	_____	Human Resource Management Elective ² _____	3
_____	_____	Math Elective (D) ³ _____	3-4
_____	_____	Math Elective (D) ³ _____	3-4
_____	_____	General Elective _____	1-3
Total Credits			62

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. UMass requires MTH 142 and MTH 162.