



# Business Administration— Human Resources Management

A.A.S. Degree (A2512C)

## Business Technologies

### Job Outlook

According to the U.S. Department of Labor's *Occupational Outlook Handbook*, "Employment of human resources specialists and labor relations specialists is projected to grow 7 percent from 2012 to 2022, slower than the average for all occupations. Job prospects for human resources specialists are expected to be favorable, but those for labor relations specialists are expected to be less favorable."

Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition, Human Resources Specialists and Labor Relations Specialists*, on the Internet at <http://www.bls.gov/ooh/business-and-financial/human-resources-specialists-and-labor-relations-specialists.htm> (visited May 19, 2014).

Note: Job Outlook information is based on national statistics.

### Occupational Information

Visit the link below to find out more about occupations in this field including skills, education, potential wages and more.

#### Human Resources Specialists

CIP Code: 52.1001 SOC Code: 43-1071.00  
<http://www.onetonline.org/link/summary/13-1071.00>



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Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

#### Courses

#### Credits

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#### General Education Required Courses

COM 110	Introduction to Communication OR	
COM 231	Public Speaking .....	3
ENG 111	Writing and Inquiry .....	3
MAT 143	Quantitative Literacy OR .....	3
MAT 171	Precalculus Algebra .....	4
	Humanities/Fine Arts Elective .....	3
	Social/Behavioral Sciences Elective .....	3

**Total General Education Required Hours ..... 15-16**

#### Major Required Courses

ACC 115	College Accounting OR	
ACC 120	Principles of Financial Accounting .....	4
BUS 115	Business Law I .....	3
BUS 121	Business Math .....	3
BUS 137	Principles of Management .....	3
BUS 153	Human Resource Management .....	3
BUS 217	Employment Laws and Regulations .....	3
BUS 234	Training and Development .....	3
BUS 240	Business Ethics .....	3
BUS 256	Recruit, Selection and Personnel Plan .....	3
BUS 258	Compensation and Benefits .....	3
BUS 259	HRM Applications .....	3
BUS 260	Business Communications .....	3
BUS 270	Professional Development .....	3
CIS 110	Introduction to Computers OR	
OST 137	Office Software Applications.....	3
ECO 251	Principles of Microeconomics OR	
ECO 252	Principles of Macroeconomics.....	3
MKT 120	Principles of Marketing .....	3
OST 134	Text Entry and Formatting.....	3
WBL 111**	Work-Based Learning I.....	1
WBL 115**	Work-Based Learning Seminar I.....	1

**Total Major Required Hours..... 54**

**Total Credit Hours Required for A.A.S. Degree ..... 69-70**

\*\*WBL 111 and WBL 115 should be taken during the program of study after the completion of a minimum of 12 core semester hours.

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## Other Programs

If you are interested in a business-related program and plan to transfer to a four-year college or university, Mitchell offers:

Pre-Business Administration, Accounting, Economics, Finance and Marketing (A1010A)

Pre-Business Education and Marketing Education (A1010A)

Mitchell also offers the following programs:

- Accounting A.A.S. Degree (A25100)
- Business Administration—A.A.S. Degree (A25120)
- Business Administration—Marketing and Retailing A.A.S. Degree (A2512F)
- Accounting Diploma (D25100)
- Accounting Certificate (A255100A)
- Banking Certificate (C25120B)
- Income Tax Preparer Certificate (C25100I)
- Management Certificate (C25120A)
- Marketing Certificate (C2512F)

For more information on this and other programs, including application, admission requirements, and elective options, visit our website at [www.mitchellcc.edu](http://www.mitchellcc.edu) to view the current College catalog.

## Program Contact

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