

# Human Resource Management AS (AA GE Track)

*+If you have completed coursework at another college and/or are starting in a semester other than a Fall term, please follow up with the Counseling Department to determine if this sequence is appropriate for your academic and career goals.*

**Program Description:** The Business Department offers a comprehensive program for transfer and non-transfer students. The first two years of coursework in preparation for a four-year degree in Accounting and/or Business Administration may be completed, or students may earn associate degrees and/or certificates while exploring areas of personal interest or job enrichment. The department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Retail Management, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate degrees and certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

**Program SLO:** Evaluate the sources of employee conflict in a diverse workforce. Create a framework within which to resolve potential conflicts between business practice and professional or personal ethics.

**Important Information:** *Connect with a counselor to develop an individualized student education plan and discuss academic and career goals through the Counseling Department @ <https://www.canyons.edu/counseling> or (661) 362-3288/(661)362-3811.*

*Major courses are sequenced and **BOLDED** based on recommendations by the [Business Department](#).*

**First Semester (0-15 units minimum) FA = Fall; WI = Winter; SP = Spring; SU = Summer**

Course	Title	Units	Major and GE Courses
<b>BUS 100</b>	<b>Introduction to Business (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
<b>BUS 110</b>	<b>Principles of Management (FA, WI, SP, SU)</b>	<b>3</b>	<b>Major Course</b>
<b>ENGL 101/101H</b>	English Composition (FA, WI, SP, SU)	4	Area Di
<b>Math Competency</b>	Choose one course from the Associate GE Area 3 (FA, WI, SP, SU)	3-5	Area 3 and Dii
<b>PE/Wellness</b>	HLHSCI 100 - Health Education (FA, WI, SP, SU) HLHSCI 150 - Nutrition (FA, SP, SU) HLHSCI 243* - Women and Health (FA, SP) REC 100 – Leisure for Life (FA) Or any Physical Education activity (KPEA or KPEI) or Dance activity courses (FA, WI, SP, SU)	2-3	Area F
	<b>Term Totals:</b>	<b>15-18</b>	

*Check the Honors website for most recent course offerings. Must be enrolled in the Honors program to take courses, see below.*

**Second Semester (16-30 units minimum)**

Course	Title	Units	Major and GE Courses
<b>BUS 111</b>	<b>Human Relations in the Workplace (FA, SP)</b>	<b>3</b>	<b>Major Course</b>
<b>BUS 112</b>	<b>Human Resource Management (FA, SP)</b>	<b>3</b>	<b>Major Course</b>
<b>*American Institutions Choose Option 1 or 2</b>	Complete first course in chosen option (note: must take both classes within one option) (FA, WI, SP, SU) – <i>see table below</i>	3	American Institutions
<b>AA Elective</b>	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
<b>AA Elective</b>	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
	<b>Term Totals:</b>	<b>15</b>	

\*Consider taking a American Institutions course with an (\*) indication on the [Associate Degree Requirements Checklist](#) to also satisfy the Diversity GE Area 4. Courses with an (\*) will meet the GE Diversity Requirement. Refer to the Associate Degree Checklist for details.

### Third Semester (31-45 units minimum)

Course	Title	Units	GE Area
BUS 126	Managing Diversity in the Workplace (FA, SP)	3	Major Course, Area B & Area 4 Diversity
BUS 160	Business Ethics (FA, SP, SU)	3	Major Course and Area C
Natural Science	Choose one course from the Associate GE Area A (FA, WI, SP, SU)	3-4	Area A
American Institutions	Complete second course in chosen option (note: must take both classes within one option) (FA, WI, SP, SU) – see table below	3	American Institutions
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
<b>Term Totals:</b>		<b>15-16</b>	

### Fourth Semester (46-60 units minimum)

Course	Title	Units	GE Area
CAWT 116	Business Communications (FA, WI, SP, SU)	3	Major Course
BUS 211	Business Law (FA, WI, SP, SU)	3	Major Course
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective- take a course to satisfy Diversity, if not yet completed
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
AA Elective	Choose any 3-unit course that is 100-level or above (FA, WI, SP, SU)	3	AA Elective
<b>Term Totals:</b>		<b>15</b>	

**Total Units: 60+**

**American Institutions Requirement** – Select one of the options below and complete a total of 6 units

<b>Option 1</b>	One course from the following: Economics 170/170H, History 111/111H, History 112/112H, History 120/120H, or History 130 AND Political Science 150/150H
<b>Option 2</b>	History 111/111H AND History 112/112H

**Counselor Notes** This sequence does not meet transfer admissions requirements. Additional courses for transfer general education will be needed, as well as courses for a transfer major. Please follow up with the Counseling Department for additional information @ <https://www.canyons.edu/counseling>.

#### Counseling Resources

Business Department [www.canyons.edu/business](http://www.canyons.edu/business)

AA General Education Guide: <https://www.canyons.edu/studentservices/counseling/degrees/generaled.php>

COC Future Business Leaders of America – Phi Beta Lambda: [coc.pbl@gmail.com](mailto:coc.pbl@gmail.com)

COC Honors Program: <https://www.canyons.edu/academics/honors/index.php>

Petition for Associate Degree: Check the student calendar for term-specific submission deadlines for the petition for associate degree. \*Summer graduation associate degree petitions are due by April 1st for your name to appear in the spring commencement pamphlet. The petition form must be reviewed with a counselor and may be found here:

[https://www.canyons.edu/resources/documents/studentservices/admissions/Petition for Associate Degree and Certificate of Achievement.pdf](https://www.canyons.edu/resources/documents/studentservices/admissions/Petition%20for%20Associate%20Degree%20and%20Certificate%20of%20Achievement.pdf)

#### Career Resources

Human Resources Management Career Tree: <https://www.canyons.edu/academics/business/careertree/careertree-business-human-resources.php>

California Career Zone: [www.cacareerzone.org](http://www.cacareerzone.org)

O\*Net Online: [www.onetonline.org](http://www.onetonline.org)

Bureau of Labor and Statistics: [www.bls.gov](http://www.bls.gov)

Professional Associations:

Society for Human Resource Management: [www.shrm.org](http://www.shrm.org)

National Human Resources Association: [www.humanresources.org](http://www.humanresources.org)

Academy for Human Resource Development: [www.ahrd.org](http://www.ahrd.org)