

Human Resources (Fall 2010)

Updated 6/8/2010

Student Advisement Checklist

Student Name _____

Students must complete all preparatory classes to earn a Degree, Diploma, and/or Certificate. (Co or Prerequisite(s) in parentheses)

Writing Score ____	Numerical Score ____	Elementary Algebra Score ____	Reading Score ____	Computer Score ____
___ Basic Skills (0-29) [20-40] ___ ENG 080 (30-34) [41-65] ___ ENG 090/090A (35-40) [66-85] ENG 111(≥ 41) [≥ 86]	___ Basic Skills (0-29) [20-29] ___ MAT 060 (30-37) [30-54] ___ MAT 060 NOT Needed (≥ 41) [≥55]	___ MAT 070 (23-40) [< 55] ___ MAT 140(≥ 41) [≥ 55]	___ Basic Skills (0-29) [20-38] ___ RED 080 (30-34) [39-56] ___ RED 090 (35-40) [57-79] ___ No reading required (≥ 41) [≥ 80]	___ CTS 080 (0-59) ___ 60 or higher CIS 110 or CIS 111 ___ Web courses (≥70) ≥ 85 may challenge CIS 111
___ ACA 115 (If two or more Preparatory Courses needed) Scores in () are Asset Scores Scores in [] are Accuplacer Scores Computer Score Based on SAMS Challenge				

A.A.S. Degree			
Complete	Course		Credit
1st Fall			
	INT 110	International Business (RED 090, ENG 090)	3
	BUS 110	Introduction to Business (RED 080, ENG 080)	3
	BUS 153	Human Resource Management (RED 080, ENG 080)	3
	CIS 110 or CIS 111	Introduction to Computers (RED 090, MAT 060, CTS 080) or Basic PC Literacy(CTS 080)	3 or 2
	ENG 111	Expository Writing (CTS 080)	3
	MAT 140	Survey of Mathematics (MAT 070 co RED 090)	3
1st Spring			
	ACC 120	Principles of Financial Accounting (RED 090, ENG 080, MAT 060)	4
	BUS 115	Business Law I (RED 090, ENG 090)	3
	BUS 137	Principles of Management (RED 080, ENG 080)	3
	ENG 112 or ENG 114	Argument-Based Research (ENG 111) or Professional Research &Reporting (ENG 111)	3
	MKT 120	Principles of Marketing (RED 090, ENG 080)	3
Summer			
	HUM XXX	Humanities Elective (RED 090)	3
2nd Fall			
	BUS 234	Training & Development (RED 080, ENG 080)	3
	BUS 217	Employment Law & Regulation (RED 090, ENG 090)	3
	BUS 258	Compensation & Benefits (RED 080, ENG 080)	3
	BUS 256	Recruitment, Selection & Personnel Planning (RED 080, ENG 080)	3
	SPA 120	Spanish in the Workplace	3
2nd Spring			
	ACC 140	Payroll Accounting (MAT 070 and ACC 115 or ACC 120)	2
	BUS 125	Personal Finance (RED 090, ENG 080, MAT 060)	3
	BUS 259	HRM Applications (BUS 217, BUS 234, BUS 256 & BUS 258)	3
	ECO151 ECO 251 ECO 252	Select One Survey of Economics (RED 090, ENG 090, MAT 060) Principles of Microeconomics(RED 090, ENG 090, MAT 070) Principles of Macroeconomics(RED 090, ENG 090, MAT 070)	3
	SBE XXX	Social Behavioral Science Elective (RED 090)	3
TOTAL CREDIT HOURS			65-66

Diploma			
Complete	Course		Credit
1st Fall			
	BUS 115	Business Law I (RED 090, ENG 090)	3
	BUS 137	Principles of Management (RED 080, ENG 080)	3
	ENG 111	Expository Writing (CTS 080)	3
	INT 110	International Business (RED 080, ENG 080)	3
1st Spring			
	ACC 120	Principles of Financial Accounting (RED 090, ENG 080, MAT 060)	4
	CIS 110 or CIS 111	Introduction to Computers (RED 090, MAT 060, CTS 080) or Basic PC Literacy(CTS 080)	3 or 2
	MKT 120	Principles of Marketing (RED 090, ENG 080)	3
	ECO151 ECO 251 ECO 252	Select One Survey of Economics (RED 090, ENG 090, MAT 060) Principles of Microeconomics (RED 090, ENG 090, MAT 070) Principles of Macroeconomics (RED 090, ENG 090, MAT 070)	3
Summer			
	ENG 112 or ENG 114	Argument-Based Research (ENG 111) or Professional Research &Reporting (ENG 111)	3
2nd Fall			
	BUS 234	Training & Development (RED 080, ENG 080)	3
	BUS 217	Employment Law & Regulation (RED 090, ENG 090)	3
	BUS 258	Compensation & Benefits (RED 080, ENG 080)	3
	BUS 256	Recruitment, Selection & Personnel Planning (RED 080, ENG 080)	3
TOTAL CREDIT HOURS			39-40

Certificate: Human Resources			
Complete	Course		Credit
	BUS 153	Human Resource Management (RED 080, ENG 080)	3
	BUS 234	Training & Development (RED 080, ENG 080)	3
	INT 110	International Business (RED 080, ENG 080)	3
	BUS 217	Employment Law & Regulation (RED 090, ENG 090)	3
	BUS 256	Recruitment, Selection & Personnel Planning (RED 080, ENG 080)	3
	CIS 110 or CIS 111	Introduction to Computers (RED 090, MAT 060, CTS 080) or Basic PC Literacy(CTS 080)	3 or 2
TOTAL CREDIT HOURS			17

Human Resources Evening 4 Year Program Fall 2010

Updated 6/8/2010

Student Advisement Checklist

A.A.S. Degree			
Complete	Course	Credit	
1st Fall			
	CIS 111	Basic PC Literacy (Acceptable placement scores or CTS 080)	3
	BUS 110	Introduction to Business (RED 080, ENG 080)	3
1st Spring			
	BUS 153 or INT 110	Human Resource Management (RED 080, ENG 080) 2009/2010/2011 or International Business (RED 090, ENG 090) 2010/2012/2014	3
	BUS 234 or BUS 137	Training and Development (RED 080, ENG 080) 2008/2010/2012 or Principles of Management (RED 080 and ENG 080) 2009/2011/2013	3
1st Summer			
	ENG 111	Expository Writing (CTS 080)	3
2nd Fall			
	ACC 120 or BUS 125	Principles of Financial Accounting (RED 090, ENG 080, MAT 060) or Personal Finance (RED 090, ENG 080, MAT 060) 2010/2012/2014	3
	BUS 256 or BUS 258	Recruitment, Selection, & Personnel Planning (RED 080, ENG 080) 2010/2012/2014 or Compensation and Benefits (RED 080, ENG 080) 2009/2011/2013	3
	BUS 217 or SPA 120	Employment Laws & Regulations (RED 090, ENG 090) 2009/2011/2013 or Spanish in the Workplace 2008/2010/2012/2014	3
2nd Spring			
	BUS 234 or BUS 137	Training and Development (RED 080, ENG 080) 2010/2012/2014 or Principles of Management (RED 080 and ENG 080) 2009/2011/2013	3
	BUS 153 or MAT 140	Human Resource Management (RED 080, ENG 080) 2009/2010/2011 or Survey of Mathematics (MAT 070 co requisite RED 090)	3
2nd Summer			
	ENG 112 or ENG 114	Argument-Based Research (ENG 111) or Professional Research & Reporting (ENG 111)	3
	HUM XXX	Humanities Elective (RED 090)	3

3rd Fall			
Complete	Course	Credit	
	BUS 217 or SPA 120	Employment Laws & Regulations (RED 090, ENG 090) 2009/2011/2013/2015 or Spanish in the Workplace 2008/2010/2012/2014	3
	BUS 256 or BUS 258	Recruitment, Selection, & Personnel Planning (RED 080, ENG 080) 2010/2012/2014 or Compensation and Benefits (RED 080, ENG 080) 2009/2011/2013	3
3rd Spring			
	ACC 140 or MKT 120	Payroll Accounting (MAT 070 and ACC 115 or ACC 120) 2010/2012/2014 or Principles of Marketing (RED 090, ENG 080) 2009/2011/2013	2
	ECO 251 or BUS 115	Principles of Microeconomics (RED 090, ENG 090, MAT 070) 2010/2012/2014 or Business Law I (RED 090, ENG 090)	3
	BUS 259 or MAT 140	HRM Applications (BUS 217, BUS 234, BUS 256 and BUS 258) 2010/2012/2014 or Survey of Mathematics (MAT 070 Co RED 090)	3
3rd Summer			
	SBE XXX	Social Behavioral Science Elective (RED 090)	3
4th Fall			
	ACC 120 or BUS 125	Principles of Financial Accounting (RED 090, ENG 080, MAT 060) or Personal Finance (RED 090, ENG 080, MAT 060) 2010/2012/2014	3
	ECO 252 or BUS 115	Principles of Macroeconomics (RED 090, ENG 090, MAT 070) 2009/2011/2013 or Business Law I (RED 090, ENG 090)	3
4th Spring			
	BUS 259 or MAT 140	HRM Applications (BUS 217, BUS 234, BUS 256 and BUS 258) 2008/2010/2012/2014 or Survey of Mathematics (MAT 070 co requisite RED 090)	3
	ACC 140 or MKT 120	Payroll Accounting (MAT 070 and ACC 115 or ACC 120) 2010/2012/2014 or Principles of Marketing (RED 090, ENG 080) 2009/2011/2013	2 or 3
TOTAL CREDIT HOURS			65