

BUSINESS ADMINISTRATION (A.S.), HUMAN RESOURCES SPECIALIZATION

Previous Degree Required: HS Diploma
Eligible for Financial Aid: Yes
Delivery Method(s): Campus, Hybrid, and 100% Online
Location(s): All campuses and online
Limited Access: No
Program Testing Requirements: Assessment in Reading, Writing, and Math
Academic Community: BUSN
Program Code: BUASHUMR
Classification of Instructional Programs (CIP) Code: 52.0201
Florida Department of Education CIP Code: 1552020102

This is a specialization of the Business Administration Associate in Science degree.

Refer to the [Business Administration, A.S.](#) overview to find information about this degree, including imbedded College Credit Certificates.

Students should work with an advisor to determine the courses best suited to their plan of study.

Visit the [program page](#) for more information.

Program of Study

Code	Title	Credit Hours
General Education Courses		
ENC 1101	Composition 1	3
	Humanities Core Requirement	3
	Mathematics Core Requirement ¹	3
	Natural Science Core Requirement	3
	Social/Behavioral Science/Core-Civic Literacy Requirement	3
Major Courses		
ACG 2021	Financial Accounting	3
BUL 2241	Business Law 1	3
CGS 2100	Microcomputer Applications	3
ECO 2013	Principles of Economics 1 (Macroeconomics)	3
GEB 1011	Introduction to Business	3
MAN 2021	Business Management Principles	3
Human Resources Specialization Courses		
BUL 2242	Business Law 2	3
MNA 2300	Introduction to Human Resource Management	3
MNA 2320	Human Resource Recruitment and Staffing	3
MNA 2325	Human Resource Compensation and Benefits Administration	3
SBM 2000	Small Business Management	3
Technical Electives		

Select 12 Technical Elective credits. Courses with an ACG, ADV, BUL, ECO, ENT, FIN, GEB, MAN, MAR, MKA, MNA, REE, SBM, or TAX prefix may be used as technical electives as long as they are not being used to fulfill program requirements.

Total Hours: 60

Note: In accordance with Florida Statute and Florida Administrative Code, students must satisfy the [Civic Literacy Graduation Requirement](#).

¹ University transfer students must take [MAC 1105](#) College Algebra

Course Sequence

Below is the recommended sequence for taking courses in this degree. Using this guide and meeting with your assigned advisor each term is the key to successful program completion.

Please note that course prerequisites, including required developmental math, reading, or writing, need to be completed to continue on to the more advanced course. Click on the course number to see the requirements.

Code	Title	Credit Hours
ENC 1101	Composition 1	3
CGS 2100	Microcomputer Applications	3
	Social/Behavioral Science/Core-Civic Literacy Requirement	3
	Technical Elective ¹	3
GEB 1011	Introduction to Business	3
	Mathematics Core Requirement	3
	Natural Science Core Requirement	3
SBM 2000	Small Business Management	3
ACG 2021	Financial Accounting	3
BUL 2241	Business Law 1	3
MAN 2021	Business Management Principles	3
MNA 2300	Introduction to Human Resource Management	3
BUL 2242	Business Law 2	3
ECO 2013	Principles of Economics 1 (Macroeconomics)	3
	Humanities Core Requirement	3
MNA 2320	Human Resource Recruitment and Staffing	3
MNA 2325	Human Resource Compensation and Benefits Administration	3
	Technical Elective ¹	3
	Technical Elective ¹	3
	Technical Elective ¹	3
Total Hours:		60

¹ Select 12 credit hours from the Technical Electives list in the Program of Study.

Learning Outcomes

- Prepare financial statements based on analysis of business transactions
 - Core Ability Supported: Process Information
- Demonstrate proficiency in a variety of mathematical operations relevant to business using scientific and quantitative reasoning

- *Core Ability Supported: Think Critically and Solve Problems*
- 3. Demonstrate knowledge of fiscal and monetary policies
 - *Core Ability Supported: Process Information*
- 4. Practice decision making using the practical concept of marginalism
 - *Core Ability Supported: Think Critically and Solve Problems*
- 5. Evaluate organizational communications including internal and external communication methods and best practices
 - *Core Ability Supported: Communicate Effectively*