

# LANSING COMMUNITY COLLEGE

## CURRICULUM GUIDE

Human Resource Management  
Associate in Business Degree

Curriculum Code: 0712 (Effective Fall 2009 – Summer 2014)

Human resource managers serve as a link between management and employees. They help management make effective use of employees' skills, and help employees find satisfaction in their jobs and working conditions. Graduates of this program are involved with recording and evaluating information, such as job experience, education, skills, qualifications, and job performance; providing information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits; maintaining job files on employees; administering various employee benefits; collecting and analyzing labor market data; and employee selection and training. **Not all courses in this program transfer to all colleges.** Students planning to transfer should see an academic advisor or counselor before enrolling in any course.

### PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

### INFORMATION

Contact the Business Department, Gannon Building, Room 190, telephone number (517) 483-1522 (Website: [www.lcc.edu/business/](http://www.lcc.edu/business/)) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

### REQUIREMENTS

CODE	TITLE	TOTAL: 42 CREDITS CREDIT HOURS
BUSN 118	Introduction to Business	3
LABR 200	Intro to Labor Relations	3
LABR 204	Employment Law for Managers	3
MGMT 101	Management Special Topics (See Note 1)	1
MGMT 200	Creative Thinking for Business	3
MGMT 224	Human Resource Management	3
MGMT 227	Training/Development for Busn	3
MGMT 228	Organization Behavior	3
MGMT 229	Compensation Management	3
MGMT 231	Developing and Leading Teams	3
MGMT 234	Diversity in the Workplace	3
MGMT 237	Managing/Continual Improvement	3
SPCH 110	Oral Comm in the Workplace	3
WRIT 127	Business Writing	3

**LIMITED CHOICE REQUIREMENTS****TOTAL: 18–23 CREDITS**Complete the indicated number of credits from **EACH CHOICE** listed below.**CHOICE 1: General Education Core Areas****6–9 Credits**(See *General Education Core Requirements* for information on how to fulfill these requirements.)

Core area proficiency exams, where appropriate, are available for each core area.)

Communication Core Area (See Note 2)	0
Global Perspectives and Diversity Core Area (See Note 2)	0
Mathematics Core Area	3–4
Science Core Area	3–5
Writing Core Area (See Note 2)	0

**CHOICE 2: Management/Leadership****3 Credits**

MGMT 225	Principles of Mgmt/Leadership	3
MGMT 300	Leading for Possibility	3

**CHOICE 3: Specialty Related (See Notes 3 and 4)****9–11 Credits**

ACCG 210	Principles of Accounting I	4
LABR 201	Labor Negotiation/Contract Adm	3
LABR 203	Labor Law	3
LEGL 215	Busn Law I, Basic Principles	3
MGMT 101	Management Special Topics (See Note 1)	1–2
MGMT 150	Managing Customer Relations	3
MGMT 223	Supervisory Skills	3
MGMT 235	Independent Study/Manage/Lead	1–3
MGMT 239	Time and Stress Management	3
MGMT 280	Mgmt/Leadership Internship	3
MGMT 304	Organization Development	3
MGMT 329	Advanced Mgmt Communication	3
MGMT 337	Advanced Human Resource Mgmt	3
MGMT 345	Context and Transformation	3
MKTG 119	Mktg/Manage Your Profess Image	3
MKTG 200	Principles of Marketing	3
MKTG 229	Public Relations	2

**MINIMUM TOTAL****60****NOTES:**

1. MGMT 101 is 1 credit and must be taken 3 times with different topics.
2. Students completing "REQUIREMENTS" have fulfilled the requirements for this Core area.
3. Students may also choose a maximum of 3 credits total from the TIME Series Topics (MGMT 290) and/or a maximum of 3 credits of CIT\_ prefix courses 100 or above.
4. Students should confer with a Business Department program advisor to assure that selection of LIMITED CHOICE courses will best fit their career plans or to talk about alternative LIMITED CHOICE courses.

### SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

I	II	III	IV
BUSN 118	MGMT 101	LABR 204	MGMT 227
LABR 200	MGMT 224	MGMT 200	MGMT 237
MGMT 234	MGMT 228	MGMT 229	Lim.Ch.
WRIT 127	SPCH 110	MGMT 231	Lim.Ch.
Lim.Ch.	Lim.Ch.	Lim.Ch.	Lim.Ch.
	Lim.Ch.	Lim.Ch.	