

Recommended Sequence of Courses - Fall Start 4 Semesters

Program of Study: Human Resource Administration Major
Department: Business Administration Department
Coordinator: Eleanore Webster ewebster@santarosa.edu
Effective: Fall 2016

Course offerings subject to change. Please consult current Schedule of Classes.

This document is for planning purposes only and is not a guarantee of course offerings

Course Number	Course Title	Units				Prerequisites/ Advisories							
			Fall	Spring	Summer		In Person	Online	Hybrid	Day	Evening	Weekend	
First Semester (Fall)													
HR 60	Human Resource Management	3.0	x	x			x					x	
HR 62	Human Resource Records	0.5	x	x				x					
	General Education Requirements												
First Semester Unit Total:		3.5											
Second Semester (Spring)													
HR 61	Human Resource Employment Law	1.5	x	x			x				x	x	
HR 63	Human Resource Hiring	0.5	x	x			x			x	x	x	
CS 61.11 (a/b)	MS Excel	3.0	x	x	x		x	x		x	x		
BMG 52	Written Communication in Organizations	3.0	x	x			x				x		
	General Education Requirements												
Second Semester Unit Total:		8.0											
Third Semester (Fall)													
HR 64	Human Resource Salary	1.0	x	x			x				x	x	
HR 65	Human Resource Benefits Administration	1.5	x	x			x	x			x	x	
BMG 53	Oral Communication in Organizations	3.0	x	x			x				x		
	General Education Requirements												
Third Semester Unit Total:		5.5											
Fourth Semester (Spring)													
BAD 52	Human Relations in Organizations	3.0	x	x	x		x			x	x		
HR 66	Human Resource Current Issues and Applications	1.0		x		Check Prerequisite	x					x	
Elective	Human Resource Elective - see below	3.0											
	General Education Requirements												
Fourth Semester Unit Total:		7.0											
Electives													
BAD 1	Financial Accounting	4.0	x	x	x		x	x		x	x	x	
BBK 50	Computerized Bookkeeping and Accounting 1	3.0	x	x			x	x	x	x	x		
BBK 52.1	Payroll Recordkeeping	3.0		x	x		x				x		
BGN 112	Marketing Your Skills	3.0	x	x			x			x	x		
BMG 55	Business Management Accounting	3.0	x				x				x		
HR 99I	Human Resource Internship	1.0-8.0	x	x	x	HR 60 & HR 62							
Complete at least 3 units from above		3.0											
Minimum units to meet program requirements:		25.5											

Notes: * = Every Other Semester

In Person = Traditional Classroom setting

Online = Class is taught using an online format

Hybrid = Course is taught using a combination of in-person and online formats

Day = In person courses that begin at 7:00am or later

Evening = In person courses that begin at 5:00pm or later

Weekend = In person courses taught on Saturday and/or Sunday