



Business Administration Department
Business: Human Resource Administration Major - 23.0 units
 Effective Fall 2015

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527-4435

Recommended Sequence of Course Requirements

4 Semesters – Based on Fall Start

Course Number	Course Title	Units
First Semester		
BAD 52	Human Relations in Organizations	3.0
HR 60	Human Resource Management	3.0
	General Ed Requirements	9.0
First Semester Unit Total:		15.0
Second Semester		
BMG 52	Written Communication in Organizations (check prerequisite)	3.0
HR 61	Human Resource Employment Law	1.5
HR 65	Human Resource Benefits Administration	1.5
	General Ed Requirements	9.0
Second Semester Unit Total:		15.0
Third Semester		
BAD 53	Solving Business Problems with Spreadsheets	1.5
BMG 53	Oral Communication in Organizations	3.0
HR 63	Human Resource Hiring	1.0
HR 64	Human Resource Salary	1.0
	General Ed Requirements	8.0
Third Semester Unit Total:		14.5
Fourth Semester		
HR 62	Human Resource Records	0.5
*HR 66	Human Resource Current Issues and Applications (check prerequisite)	1.0
Elective***	Human Resource Electives – see below	3.0
	General Ed Requirements	9.0
Fourth Semester Unit Total:		13.5

***Course has prerequisite. Complete BGN 71 before registering for BMG 52 (preferably first semester).**

****HR 66 is offered in Spring semester only**

***Human Resource Electives		
BAD 1	Financial Accounting	4.0
BBK 50	Computerized Bookkeeping and Accounting 1	3.0

BBK 52.1	Payroll Recordkeeping	3.0
BGN 112	Marketing Your Skills	3.0
BMG 55	Business Management Accounting	3.0