



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

Contact: Eleanore Webster

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527-4435

**Recommended Sequence of Course Requirements**

**2 Semesters – Based on Fall Start**

Course Number	Course Title	Units
<b>First Semester</b>		
BAD 52	Human Relations	3.0
BAD 53	Solving Business Problems with Spreadsheets	1.5
HR 60	Human Resource Management	3.0
HR 62	Human Resource Records Administration	0.5
HR 63	Human Resource Hiring Process	1.0
HR 64	Human Resource Salary	1.0
<b>First Semester Unit Total:</b>		<b>10.0</b>
<b>Second Semester</b>		
BMG 52*	Written Communications in Organizations (check prerequisite)	3.0
BMG 53	Oral Communications in Organizations	3.0
HR 61	Human Resource Law	1.5
HR 65	Human Resource Benefits	1.5
HR 66**	Human Resource Current Applications (check prerequisite)	1.0
Elective***	Accounting/Payroll	3.0
<b>Second Semester Unit Total:</b>		<b>13.0</b>

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

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

<b>***Human Resource Electives</b>		
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



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**Recommended Sequence of Course Requirements**

**4 Semesters** – Based on Fall Start

Course Number	Course Title	Units
<b>First Semester</b>		
BAD 52	Human Relations in Organizations	3.0
HR 60	Human Resource Management	3.0
<b>First Semester Unit Total:</b>		<b>6.0</b>
<b>Second Semester</b>		
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
<b>Second Semester Unit Total:</b>		<b>5.5</b>
<b>Third Semester</b>		
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
<b>Third Semester Unit Total:</b>		<b>6.5</b>
<b>Fourth Semester</b>		
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
<b>Fourth Semester Unit Total:</b>		<b>4.5</b>

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

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

<b>***Human Resource Electives</b>		
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