

Recommended Sequence of Courses - Fall Start 2 Semesters

Program of Study: Human Resource Administration Certificate
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	In Person	Online	Hybrid	Day	Evening	Weekend
			Fall	Spring	Summer							
First Semester (Fall)												
HR 60	Human Resource Management	3.0	x	x			x				x	
HR 61	Human Resource Employment Law	1.5	x	x			x				x	x
HR 62	Human Resource Records Administration	0.5	x	x				x				
HR 63	Human Resource Hiring Process	1.0	x	x			x				x	x
BMG 52	Written Communication in Organizations	3.0	x	x			x				x	
CS 61.11 (a/b)	MS Excel	3.0	x	x	x		x	x		x	x	
First Semester Unit Total:		12.0										
Second Semester (Spring)												
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
HR 66	Human Resource Current Applications	1.0		x		Check Prerequisite	x					x
BMG 53	Oral Communication in Organizations	3.0	x	x			x				x	
BAD 52	Human Relations in Organizations	3.0	x	x	x		x			x	x	
Elective	Human Resource Elective - see below	1.5										
Second Semester Unit Total:		12.5										
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:		24.5										

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

Recommended Sequence of Courses - Fall Start 4 Semesters

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Course Number	Course Title	Units				Prerequisites/ Advisories	In Person	Online	Hybrid	Day	Evening	Weekend
			Fall	Spring	Summer							
First Semester (Fall)												
HR 60	Human Relations Management	3.0	x	x			x				x	
HR 62	Human Resource Records	0.5	x	x				x				
BMG 52	Written Communication in Organizations	3.0	x	x			x				x	
First Semester Unit Total:		6.5										
Second Semester (Spring)												
HR 61	Human Resource Employment Law	1.5	x	x			x				x	x
HR 63	Human Resource Hiring	1.0	x	x			x			x	x	x
CS 61.11 (a/b)	MS Excel	3.0	x	x	x		x	x		x	x	
Second Semester Unit Total:		5.5										
Third Semester (Fall)												
HR 64	Human Resource Salary	1.5	x	x			x				x	x
HR 65	Human Resource Benefits Administration	1.0	x	x			x	x			x	x
BMG 53	Oral Communication in Organizations	3.0	x	x			x				x	
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										
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:		24.5										

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