

**Certificate**  
**Human Resource Management Specialist (CT.BUSHR 70828)**

**Total Credit Hours: 37**  
**Effective: Fall 2021**

**Completion Plan**

<b>First Semester</b>			
	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
*ENG 155 Communications I <b>OR</b> *ENG 101 English Composition I	3	Co-requisite ENG 032 or equivalent Minimum grade of C or equivalent	1 <sup>st</sup> 8-week
MGT 101 Principles of Management	3		1 <sup>st</sup> 8-week
*BUS 121 Business Law I	3	Co-requisite ENG 032 or equivalent Minimum grade of C	1 <sup>st</sup> 8-week
*CPT 170 Microcomputer Applications	3		2 <sup>nd</sup> 8-week
*ACC 111 Accounting Concepts	3	MAT 033 or equivalent Minimum grade of C	2 <sup>nd</sup> 8-week
*BAF 101 Personal Finance	3		2 <sup>nd</sup> 8-week
<b>TOTAL</b>	<b>18</b>		

**Second Semester**

	<b>Credit Hours</b>	<b>Prerequisites</b>	<b>Recommended Term(s)</b>
*ACC 101 Accounting Principles I	3	ACC 111 Co-requisite ENG 032 or equivalent Minimum grade of C	1 <sup>st</sup> 8-week
*BUS 128 Employment Law	3		1 <sup>st</sup> 8-week
*MGT 201 Human Resource Management	3		1 <sup>st</sup> 8-week
*BUS 136 Compensation & Benefits Analysis	3		2 <sup>nd</sup> 8-week
*BUS 123 Business Law II	3	BUS 121	2 <sup>nd</sup> 8-week
*ACC 150 Payroll Accounting	3		2 <sup>nd</sup> 8-week
*ACC 243 Computerized Spreadsheets	1	ACC 111 Minimum grade of C	2 <sup>nd</sup> 8-week
<b>TOTAL</b>	<b>19</b>		

\* Courses in this program that require a minimum grade of "C."