

**BUSINESS ADMINISTRATION: HUMAN RESOURCES MANAGEMENT  
HUMAN RESOURCES ADMINISTRATION  
Certificate**

**PROGRAM PLANNING GUIDE**

Course Number	Course Title	Class	Hours Per Week		Credit
			Lab	Work/ Clinical	
<b><u>SECOND SEMESTER</u></b>					
BUS 153	Human Resources Management	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
<b><u>THIRD SEMESTER</u></b>					
BUS 240	Business Ethics	3	0	0	3
BUS 255	Organizational Behavior in Business <i>OR</i>	3	0	0	3
BUS 260	Business Communication	3	0	0	3

**TOTAL COMPLETION REQUIRMENT 12 SEMESTER CREDIT HOURS**

