

PROGRAM: Business Administration Human Resources Management Certificate C25120C4 Advising Guide

8 Weeks	8 Weeks	16 Weeks	FALL SEMESTER I		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			BUS-151 People Skills	3	
X			BUS-217 Employment Laws and Regulations	3	Fall only
	X		BUS-256 Recruit Selection & Personnel Planning	3	

8 Weeks	8 Weeks	16 Weeks	SPRING SEMESTER I		
Session 1	Session 2	Full Term	Course	Credit Hours	Program Notes
X			BUS-234 Training and Development	3	Spring only
X			BUS-240 Business Ethics	3	Spring only
	X		BUS-258 Compensation and Benefits	3	Spring only