

# Human Resource Administration

## CAREER PATHWAY



COURSES	CREDITS	HUMAN RESOURCES ASSISTANT TECHNICAL DIPLOMA	HUMAN RESOURCE ADMINISTRATION ASSOCIATE DEGREE
Human Resource Employment Law	3 credits	●	●
HR Technology	2 credits	●	●
Human Resource Management	3 credits	●	●
Recruitment & Retention of Employees	3 credits	●	●
Safety in the Workplace	3 credits	●	●
Written Communication OR English Comp 1	3 credits	●	●
Supervision	3 credits	●	●
Training for Organizations	3 credits	●	●
Introduction to Psychology	3 credits	●	●
Word 2013-Level 1	1 credit	●	●
Excel 2013-Level 1	1 credit	●	●
Payroll Applications	2 credits	●	●
Math with Business Applications	3 credits		●
Professional Career Search Techniques	1 credits		●
Accounting for Professionals	3 credits		●
Compensation & Benefits Admin	3 credits		●
Economics	3 credits		●
Intro to Diversity Studies	3 credits		●
Oral Interpersonal Comm OR Speech	3 credits		●
Strategic Performance Management	3 credits		●
Labor Relations and Negotiations	2 credits		●
Principles of Sustainability	3 credits		●
Internship OR Intro to Global Business OR HR Studies	3 credits		●
<b>TOTAL CREDITS</b>		<b>30</b>	<b>60</b>

LEADS TO:	CERTIFICATIONS	—	Professional in Human Resources (PHR)
	CAREER	HUMAN RESOURCES ASSISTANT	HUMAN RESOURCES MANAGER, SUPERVISOR
	STARTING SALARY RANGE	\$26,700-32,400	\$29,200-35,700



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**A Career Pathway is a ladder approach to career education. It allows you to earn employer-recognized credentials that lead to jobs & career advancement.**



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