

**BUSINESS ADMINISTRATION
HUMAN RESOURCES ADMINISTRATOR Certificate**

Florida CIP: 0552020105 SF Program Code: 6506

2017 - 2018

Business Programs

Sample Sequencing for Full-time Students:

Term 1 (Fall)	Term 2 (Spring)
CGS1101 Microsoft Office Applications (3)	ACG2021 Financial Accounting (3)
GEB1011 Introduction to Business (3)	MAN2300 Human Resource Management (3)
BUL2241 Business Law (3)	MAN2021 Principles of Management (3)
MATH MAT1033 (3)	
Total hours 12	Total hours 9

Total SF Semester Hours = 21

The Certificate in Business Administration – Human Resources Administrator is a 21 credit hour program that provides students with a business curriculum emphasizing human resource management, and includes coursework in accounting, management/supervision and business computing. The sample sequence should be followed closely by students; some adjustments may need to be made to accommodate limited summer offerings or special circumstances. Contact a Business Advisor via douglas.robertson@sfcollege.edu or catherine.lawton@sfcollege.edu.

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