

2008-2009

Associate of Applied Science
Human Resources Specialist

STUDENT NAME _____ SS# _____
ADDRESS _____ CITY, STATE, & ZIP CODE _____
TELEPHONE (DAY) _____ EVE _____ ENROLLMENT DATE _____

PLACEMENT TESTING:

Alternative Exam:	Read	Writing	Math	*TSI COMPLETE/EXEMPT/WAIVED DATE: _____ *Texas Success Initiative Rules
Accuplacer/ASSET/COMPASS/THEA	_____	_____	_____	
ACT	_____	_____	_____	
SAT	_____	_____	_____	

DEVELOPMENTAL COURSES (enter grade) _____ Orin 101 - College Success
 Reading: _____ None _____ READ 70 _____ READ 80 _____ READ 90 _____ Non Course Remediation
 Writing: _____ None _____ ENGL 71 _____ ENGL 81 _____ ENGL 91 _____ Non Course Remediation
 Math: _____ None _____ MATH 80 _____ MATH 85 _____ MATH 90 _____ Non Course Remediation

Major Courses			SCH	COLLEGE	SEM/YR	GRADE	COMMENTS
FIRST YEAR - FALL SEMESTER							
ENGL	1301	Composition	3				
ITSC	1409	Intregated Software Applications I	4				
HRPO	1306	Basic Mediator Training	3				
BMGT	1301	Supervision	3				
ACNT	1303	Introduction to Accounting I	3				
FIRST YEAR - SPRING SEMESTER							
BMGT	1305	Communications in Management	3				
HRPO	1302	Human Resources Training & Development	3				
SPCH	1321	Business & Professional Speaking	3				
HRPO	1305	Management and Labor Relations	3				
HRPO	2301	Human Resource Management	3				
SECOND YEAR - FALL SEMESTER							
ACNT	1329	Payroll & Business Tax Accounting	3				
		Social/Behavioral Science Elective	3				
HRPO	2303	Employment Practices	3				
HRPO	2307	Organizational Behavior	3				
		**Mathematics/Natural Science Elective	4				
SECOND YEAR - SPRING SEMESTER							
ACCT	2401	Principles of Financial Accounting	4				
		Humanities Elective	3				
HRPO	2304	Employee Relations	3				
HRPO	2306	Benefits and Compensation	3				
HRPO	2188	Internship - Human Resource	1				

IDENTIFIES COURSES TO FULFILL MINIMUM 15 CREDIT HOUR GENERAL EDUCATION REQUIREMENT

**Students must take a 4 credit hour course in order to fulfill the MATH /Natural Sciences Elective.

STUDENT'S SIGNATURE _____ DATE _____ FACULTY/ADVISOR'S SIGNATURE _____ DATE _____

2008-2009 Human Resources Specialist, Associate of Applied Science

PRE-REQUISITES:

- ENGL 1301 COMPOSITION**
Prerequisite: A score of 60+/E-6, E-7, E-8 or 80+/E-5 on the ACCUPLACER Exam for Writing, equivalent placement score, or completion of ENGL 0091 with a grade of "C" or better; and a score of 61 on the ACCUPLACER Exam for Reading, the completion of READ 0080 or equivalent.
- ITSC 1409 INTEGRATED SOFTWARE APPLICATIONS I**
Prerequisite: Completion of READ 0080 or equivalent.
- HRPO 1306 BASIC MEDIATOR TRAINING**
Prerequisite: None.
- BMGT 1301 SUPERVISION**
Prerequisite: None.
- ACNT 1303 INTRODUCTION TO ACCOUNTING I**
Prerequisite: READ 0080 and MATH 0080 or equivalent.
- BMGT 1305 COMMUNICATIONS IN MANAGEMENT**
Prerequisite: ITSC 1409 or COSC 1301.
- HRPO 1302 HUMAN RESOURCES TRAINING AND DEVELOPMENT**
Prerequisite: None.
- SPCH 1321 BUSINESS & PROFESSIONAL SPEAKING**
Prerequisite: Completion of READ 0080 or equivalent.
- HRPO 1305 COMMUNICATIONS IN MANAGEMENT**
Prerequisite: ITSC 1409 or COSC 1301.
- HRPO 2301 HUMAN RESOURCES MANAGEMENT**
Prerequisite: BMGT 1301.
- ACNT 1329 PAYROLL AND BUSINESS TAX ACCOUNTING**
Prerequisite: ACNT 1303.
- HRPO 2303 EMPLOYMENT PRACTICES**
Prerequisite: HRPO 1302.
- HRPO 2307 ORGANIZATIONAL BEHAVIOR**
Prerequisite: HRPO 2301.
- ACCT 2401 PRINCIPLES OF FINANCIAL ACCOUNTING**
Prerequisite: ACNT 1303 or MATH 0085 or equivalent.
- HRPO 2304 EMPLOYEE RELATIONS**
Prerequisite: HRPO 1305.
- HRPO 2306 BENEFITS AND COMPENSATION**
Prerequisite: HRPO 2301.
- HRPO 2188 INTERNSHIP HUMAN RESOURCE MANAGEMENT**
Prerequisite: Approval of Internship Coordinator.

SOCIAL / BEHAVIORAL SCIENCES ELECTIVE - 3 CREDITS (Depending on the course, check the catalog for pre-requisites.)

MATHEMATICS / NATURAL SCIENCES ELECTIVE - 4 CREDITS (Depending on the course, check the catalog for pre-requisites.)

HUMANITIES ELECTIVE - 3 CREDITS (Depending on the course, check the catalog for pre-requisites.)