

GUIDED PATHWAY: HUMAN RESOURCES ASSISTANT CERTIFICATE

BUSINESS, HOSPITALITY and GLOBAL TRADE CAREER PATH



For more information, visit the [Dallas College Business Administration webpage](http://www.dcccd.edu/BusAdmin) [www.dcccd.edu/BusAdmin] and your academic advisor at your campus.

This is an example course sequence for students interested in pursuing Business Administration. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Human Resources Assistant Certificate. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

The Human Resources Assistant Certificate focuses on communication and analytical skills as well as goal setting, human resources functions, and team building and prepares students for entry-level support positions in human resources. Courses that complete the Human Resources Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards but must meet course prerequisites.

Catalog Year	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
Degree Type	Level I Certificate	
GPA Requirement	Student must earn a GPA of 2.0 or higher	
TSI	May be Exempt	

SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

CERTIFICATE MINIMUM: 18 SEMESTER CREDIT HOURS

SEMESTER 1 Total Hours: 9

[BMGT 1327](#) – Principles of Management

[MATHEMATICS ELECTIVE](#)* *This is a Core course. You must earn a grade of "C" or better.*

[HRPO 2307](#) – Organizational Behavior

* There are several options to fulfill this requirement. See your academic advisor for a specific list.

SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with a faculty or career advisor regarding placement for the Cooperative Education course.

SEMESTER 2 Total Hours: 9

[HRPO 2301](#) – Human Resources Management

[BMGT 2382](#) – Cooperative Education-Business Administration and Management, General

[ENGL 1301](#) – Composition I *This is a Core course. You must earn a grade of "C" or better.*

SEMESTER 2 ACTION ITEMS

1. Meet with your advisor to request an official program of study audit, confirm or update your academic and career path and program of study.
2. Apply for Human Resources Assistant Certificate.

PATHWAY TOTAL: 18 SEMESTER CREDIT HOURS