

# Mercer University

## *Human Resources Administration and Development Program Course Requirements (effective August 22, 2011)*

This agreement provides students who have earned an Associate of Applied Science degree at any Technical College System of Georgia institution, which is accredited by the Commission on Colleges (COC) of the Southern Association of Colleges and Schools (SACS), the opportunity to continue their education by transferring into Mercer University's College of Continuing and Professional Studies and/or Tift College of Education to complete a bachelor's degree. Students are eligible to pursue a bachelor's degree in one of the following program areas: General Education, Human Resources Administration and Development, Human Services, Informatics, Organizational Leadership, Public Safety, Early Childhood Special Education, Middle Level Education, or Early Care and Education.

### Conditions of Transfer:

1. Completion of an Associate of Applied Science degree at a COC-accredited TCSG institution does not guarantee admission to Mercer University. Candidates must successfully meet all requirements for admission to Mercer University and to the appropriate degree program in Mercer's College of Continuing and Professional Studies and/or Tift College of Education.
2. Students must have earned a "C" or better in all transferable courses
3. Mercer will accept a maximum of 64 semester hours from COC-accredited technical colleges, such as Wiregrass Georgia Tech.

Mercer's College of Continuing & Professional Studies Human Resources Required Content Courses			Technical College System of Georgia (TCSG) Equivalent Courses		
Course Prefix & Number	Course Title	Sem Hours	Course Prefix & Number	Course Title	Sem Hours
<b>Human Resources Content Courses Required Courses (30 semester hours)</b>					
COMM 350	Organizational Communication	3			
COMM 370, HSRV 301, ORGL 335	Intercultural Communication Multicultural Issues and Professional Practices Contemporary Global Issues	3	SOCI 2120	Multicultural Issues	3
HRAD 245	Introduction to Human Resources	3	MGMT 2115	Human Resource Management	3
HRAD 250	Introduction to Training and Development	3	MGMT 2130	Employee Training and Development	3
HRAD 305	Assessment and Evaluation	3			
HRAD 495	Capstone Experience	3			
HSRV 230	Introduction to Interpersonal Relations	3			
ORGL 320	Human Behavior in Organizations	3	MGMT 1105	Organizational Behavior	3
ORGL 470	Organization Development and Change	3			
PSYC 333 or SOCI 333	Social Psychology	3			
<b>Administration Track Required Courses (15 semester hours)</b>					
HRAD 315	Workplace Law and Relations	3	MGMT 1110 and MGMT 2120	Employment Law and Labor Relations	6
HRAD 335	Employee Compensation and Benefits	3	New Course: MGMT xxxx	Employee Compensation and Benefits	3
HRAD 470	Ethics in Human Resources Administration	3			
INFM 370	Issues in Technology Management	3			
ORGL 330	Budgeting for Nonfinancial Leaders	3			

**Training and Development Track  
Required Courses  
(15 semester hours)**

HRAD 350	Principles of Adult Learning	3		
HRAD 365	Instructional Design and Delivery Strategies I: Materials Development	3		
HRAD 375	Instructional Design and Delivery Strategies II: Organizing Training	3		
HRAD 385	Instructional Design and Delivery Strategies III: E-Learning	3		
INFM 212	Web Development	3	CIST 2211	Web Development I 3

**Elective Courses  
(33 semester hours)**

Total Elective Hours

33

Additional courses from Business and Accounting, Computer Information Systems, Criminal Justice, Education, Emergency Management, Fire Science, Social Work, and the Health Professions may transfer as free electives to the Human Resources Administration and Development Program. Business management and related courses cannot exceed 27 semester units of the minimum number required for completion of the degree.

**120 TOTAL SEMESTER HOURS REQUIRED FOR COMPLETION OF THE HUMAN RESOURCES ADMINISTRATION & DEVELOPMENT DEGREE**