

College Credit Certificate Pathway

Academic Pathway

#6213 Human Resource Administrator

Suggested Pathway to Graduation

Shown here is an **example** of a full time Academic Pathway to fulfill your certificate requirements. This is the recommended sequence of courses whether a full time or part time schedule. Consult with your advisor to develop a personalized schedule to complete your course requirements. If you change your goals or program, you will need to develop a new pathway with your advisor.

Offered	Taken	Category	Order	Course #	Course Title	Credits	Options	StartSmart Activity
Fall								
FA, SP, SU		PC	1	GEB1011	Introduction to Business	3	N	SS1 -Meet personally with first year advisor
FA, SP, SU		PC	2	CGS1100	Microcomputer Applications	3	N	Set up schedule for personalized Pathway
FA, SP, SU		PC	3	ENC1101	Freshman Composition Skills I	3	N	SS2 -Contact made with first year advisor
F, Sp, Su		PC	4	MAN2021	Principles of Management	3	N	SS3 -Meet personally with first year advisor
Spring								
SP, SU		PC	5	MAN2304	Introduction to Human Resources	3	N	SS4 -Contact made with first year advisor
FA, SP, SU		PC	6	OST1384	Customer Service	3	N	SS5 -Meet personally with first year advisor
FA, SP, SU		PC	7	BUL2241	Business Law I	3	N	Visit Career Source or Job Placement Center
								Consider continuing with an AS Degree of Business Administration or another AS or AA degree program
GRADUATE								

Inquire about scholarships and prereq loans.

Category Legend

S = State	CI = Civics Initiative
I = Institution	CC = Computer Competence
FL = Foreign Language	E = Pathway Elective
** = Gordon Rule	+ = Prerequisite(s) required
# = C or Better required	^^ = Certificate courses embedded

This recommended plan is not a binding agreement of any kind between the College of Central Florida and the student, but merely represents a potential curriculum which may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.

This Plan - This academic pathway is designed to help you earn a College Credit Certificate. The courses within the pathway satisfy the program requirements in your chosen field.

Academic Advising - You can find your assigned advisor and schedule an appointment with them through the link on your MyCF page. You will **develop a personalized schedule** to meet your goals and complete your course requirements.

College Credit Certificate - A credit certificate is a program of study of less than sixty credits of college-level technical courses that prepares students with the opportunity for immediate employment in a specific occupational field. It generally does not require the completion of general education courses.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smtho@cf.edu.