

**Transfer Agreement for Human Resources Administration and Development Courses  
between Mercer University's Penfield College and Technical College System of Georgia**

**Bachelor of Applied Science  
Human Resources Administration and Development Program Course Requirements**

Human Resources Required Content Courses (30 semester hours)			TCSG Equivalent Courses		
Course #	Course Title	Sem Hrs	Course #	Course Title	Sem Hrs
COMM 350	Organizational Communication	3		No equivalent course	
COMM 370, HSRV 401, or ORGL 335	Intercultural Communication, Multicultural Issues and Professional Practices, or Contemporary Global Issues	3	SOCW 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		No equivalent course	
HRAD 495	Capstone Experience	3		No equivalent course	
HSRV 230	Introduction to Interpersonal Relations	3		No equivalent course	
ORGL 320	Human Behavior in Organizations	3	MGMT 1105	Organizational Behavior	3
ORGL 470	Organization Development and Change	3		No equivalent course	
PSYC 333 or SOC 333	Social Psychology	3		No equivalent course	
<b>TOTAL HOURS REQUIRED FOR CONTENT COURSES</b>		<b>30</b>			
<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	3
HRAD 335	Employee Compensation and Benefits	3		No equivalent course	
HRAD 470	Ethics in Human Resources Administration	3		No equivalent course	
INFM 110 or INFM 301	Introduction to Informatics or Issues in Technology Management	3		No equivalent course	
ORGL 330	Budgeting for Nonfinancial Leaders	3	MGMT 1135	Managerial Accounting and Finance	3

<b>TOTAL HOURS REQUIRED FOR CONTENT COURSES FOR ADMINISTRATION TRACK</b>		<b>15</b>			
<b>Training and Development Track Required Courses (15 semester hours)</b>					
HRAD 350	Principles of Adult Learning	3		No equivalent course	
HRAD 365	Instructional Design and Delivery Strategies I: Materials Development	3		No equivalent course	
HRAD 375	Instructional Design and Delivery Strategies II: Organizing Training	3		No equivalent course	
HRAD 385	Instructional Design and Delivery Strategies III: E-learning	3		No equivalent course	
INFM 202 or INFM 212 or INFM 322	Graphics and Interface Design or Web Development or Introduction to Multimedia and Web Design Tools	3	CIST 1510 or CIST 1530 or CIST 2950	Web Development or Web Graphics I or Web Systems Project	3
<b>TOTAL HOURS REQUIRED CONTENT COURSES FOR TRAINING AND DEVELOPMENT TRACK</b>		<b>15</b>			
<b>Elective Courses (36 semester hours)</b>					
<b>TOTAL ELECTIVE HOURS</b>		<b>33</b>	<b>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.</b>		
<b>TOTAL SEMESTER HOURS REQUIRED FOR COMPLETION OF THE BACHELOR APPLIED SCIENCE IN HUMAN RESOURCES ADMINISTRATION AND DEVELOPMENT DEGREE</b>		<b>120</b>			