

## Human Resources AAS DEGREE

### Program Overview

The Human Resources Associate of Applied Science Degree is intended for students who desire immediate employment upon graduation, or who plan to transfer to another institution of higher education.

The human resource professional plays a strategic role in the success of the organization. A human resource professional needs to be competent in human resource knowledge, able to facilitate change, have personal credibility which includes trust and confidentiality and the understanding of how a business operates. Specific duties may involve facilitating employee communication, managing human resource record keeping, administering employee compensation and benefit plans, recruiting, hiring and orienting new employees, writing policies and applying federal, state and local employment laws and regulations.

Qualifications include excellent communication and human relation skills, computer skills, flexibility and the ability to work under pressure.

### Career Opportunities

Employment opportunities are strong for skilled, capable, and dependable Human Resource program graduates. Human Resource program graduates may be employed in positions such as: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

### Program Outcomes

1. Graduates will have the skills, knowledge and abilities in core human resource functions (e.g., HRIS, record keeping, compensation/benefits administration and staffing procedures).
2. Graduates will have the skills, knowledge, and abilities to identify and deal with employee relation issues and to communicate effectively in a work environment.
3. Graduates will have the skills, knowledge, and abilities in applicable federal, state, and local employment regulations and a working knowledge of basic employment laws.
4. Graduates will be prepared for employment in the field of human resources (in a variety of positions).
5. Graduates will have successfully mastered the general education requirements for work and life roles.

### Program Faculty

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### Part-time/Full-time Options

This program can be completed by using a combination of day, evening, and online courses. Part time and full time options are available.

### Program Requirements

Check off when completed

#### Required Business Core Cr

#### Professional Component

- ACCT 2410 Financial Accounting. . . . . 4
- BTEC 1421 Business Information Applications 1 . . . 3
- BUSN 1410 Introduction to Business . . . . . 3
- BUSN 1449 Business Communications . . . . . 3
- BUSN 2465 Business Ethics . . . . . 3
- Required Business Core. . . . . 16**

#### Course . . . . .Cr

- ACCT 1515 Payroll Processing . . . . . 3
- BUSN 1480 Business Career Resources . . . . . 1
- BUSN 2464 Leading and Coaching Others . . . . . 2
- BUSN 2466 Managing Change and Conflict . . . . . 2
- HMRS 1400 Human Resource Management . . . . . 3
- HMRS 1490 Talent Management . . . . . 3
- HMRS 1510 HR Information Systems & Records . . 3
- HMRS 1520 Compensation & Benefits Administration . . . . . 3
- HMRS 2410 Employee/Labor Relations . . . . . 3
- HMRS 2420 Employment Law & HR Policies . . . . 3
- Subtotal. . . . . 26**

#### General Education/MnTC Requirements . . . . .Cr

Refer to the Minnesota Transfer Curriculum Course List for each Goal Area

- Goal 1: Communication . . . . . 7  
ENGL 1711 Composition 1 – 4 cr  
COMM 17XX – 3 cr
- Goal 3 or Goal 4 . . . . . 3  
Goal 3: Natural Sciences OR  
Goal 4: Mathematical/Logical Reasoning
- Goal 5: History, Social Science, and Behavioral Sciences . . . . . 3  
ECON 1720 Macroeconomics – 3 cr OR  
ECON 1730 Microeconomics – 3 cr
- Goal 6: Humanities and Fine Arts . . . . . 3
- Goals 1-10 of the Minnesota Transfer Curriculum . 2
- General Education Requirements . . . . . 18**

**Total Program Credits . . . . . 60**

*Information is subject to change.  
This Program Requirements Guide is not a contract.*

### Program Start Dates

Fall, Spring, Summer

### Transfer Opportunities

Saint Paul College has a transfer articulation agreement between the following program and post-secondary institutions for the baccalaureate degree programs listed below.

For more information please go to [saintpaul.edu/Transfer](http://saintpaul.edu/Transfer).

#### Human Resources AAS

- BA Business  
Bethel University
- BA Individualized Studies  
Metropolitan State University
- BS Applied Organizational Studies  
Minnesota State University, Mankato
- BS Human Resource Management  
Saint Mary's University,  
Twin Cities Campus
- BS Project Management  
Minnesota State University, Moorhead

### Course Sequence

The course sequence listed on the back side of this guide is recommended for a full-time student; however, this sequence is not required. Contact Program Faculty with questions.

#### The following courses are not offered every semester:

- BUSN 2464 Leading and Coaching Others
- BUSN 2466 Managing Change and Conflict
- HMRS 1490 Talent Management
- HMRS 1510 HR Information Systems & Records
- HMRS 1520 Compensation & Benefits Administration
- HMRS 2410 Employee/Labor Relations
- HMRS 2420 Employment Law & HR Policies

*See back of this guide for Course Sequence*

#### Minimum Program Entry Requirements

Students entering this program must meet the following minimum program entry requirements:

**Reading:** Score of 78+ or grade of "C" or better in READ 0722

**Writing:** Score of 78+ or grade of "C" or better in ENGL 0922

**Arithmetic:** Score of 20+

**Assessment Results and Prerequisites:** Students admitted into Saint Paul College programs may need to complete additional courses based on assessment results and course prerequisite requirements. Certain MATH, READ, and ENGL courses have additional prerequisites.

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## Human Resources AAS DEGREE *(continued)*

### Course Sequence

The following sequence is recommended for a full-time student; however, this sequence is not required. Please be aware that most HMRS courses run once per academic year. Contact Program Faculty with questions.

#### First Semester

BUSN 1410 Introduction to Business	3
BUSN 1449 Business Communications	3
BTEC 1421 Business Info Applications 1	3
HMRS 1400 Human Resource Management	3
Goal 1: ENGL 1711 Composition 1	4
<b>Total Semester Credits</b>	<b>16</b>

#### Second Semester

ACCT 1515 Payroll Processing	3
BUSN 1480 Business Career Resources	1
BUSN 2464 Leading and Coaching Others (spring only)	2
BUSN 2466 Managing Conflict & Change (spring only)	2
HMRS 1490 Talent Management (spring only)	3
Goal 1: COMM 17XX	3
<b>Total Semester Credits</b>	<b>14</b>

#### Third Semester

BUSN 2465 Business Ethics	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
HMRS 1510 HR Information Systems & Records (fall only)	3
HMRS 1520 Compensation & Benefits Administration (fall only)	3
HMRS 2410 Employee/Labor Relations (fall only)	3
<b>Total Semester Credits</b>	<b>15</b>

#### Fourth Semester

ACCT 2410 Financial Accounting	4
HMRS 2420 Employment Law & HR Policies (spring only)	3
Goal 3 or 4: Natural Sciences OR Mathematical/Logical Reasoning	3
Goal 6: Humanities and Fine Arts	3
Mn Transfer Curriculum	2
<b>Total Semester Credits</b>	<b>15</b>

**Total Program Credits . . . . .60**



The mission of the Business Department at Saint Paul College is to sustain the College mission by providing quality, lifelong business education supported by technology for a diverse, metropolitan student population.

Accreditation Council for Business Schools and Programs