

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. Execute Human Resources initiatives as a business partner to help accomplish HR goals.
2. Demonstrate behaviors that effectively build and manage professional relationships.
3. Apply business acumen to make effective decisions.
4. Demonstrate personal and professional integrity, acting as an ethical agent who promotes core values and accountability.
5. Demonstrate interpersonal skills that consider diverse backgrounds and promote an inclusive workplace.



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

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

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

- 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 12**

Course Cr

- ACCT 1410 Intro to Accounting 2
- ACCT 1515 Payroll Processing 3
- HMRS 1400 Human Resource Management 3
- HMRS 1410 Talent Development 3
- HMRS 1420 Digital HR 3
- HMRS 1430 Total Rewards 3
- HMRS 2410 Employee/Labor Relations 3
- HMRS 2420 Employment Law & HR Policies 3
- HMRS 2430 Performance Management and Coaching 3
- HMRS 2440 Talent Acquisition 3
- HMRS 2600 Human Resources Capstone 3
- Subtotal 32**

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
 - General Education Requirements 16**

Total Program Credits 60

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.

Human Resources AAS

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

The following courses are not offered every semester:

- HMRS 1410 Talent Development (spring only)
- HMRS 1420 Digital HR (fall only)
- HMRS 1430 Total Rewards (fall only)
- HMRS 2410 Employee/Labor Relations (fall only)
- HMRS 2420 Employment Law & HR Policies (spring only)
- HMRS 2430 Performance Management and Coaching (spring only)
- HMRS 2440 Talent Acquisition (fall only)

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 250+ or grade of "C" or better in READ 0722

Writing: Score of 250+ or grade of "C" or better in ENGL 0922

Arithmetic: Score of 225+

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

BTEC 1421 Business Information Applications 1	3
BUSN 1410 Introduction to Business	3
HMRS 1400 Human Resource Management.	3
HMRS 2410 Employee/Labor Relations (fall only).	3
HMRS 2440 Talent Acquisition (fall only)	3
Total Semester Credits.	15

Second Semester

HMRS 1410 Talent Development (spring only)	3
HMRS 2420 Employment Law & HR Policies (spring only)	3
HMRS 2430 Performance Management and Coaching (spring only)	3
Goal 5: ECON 1720 Macroeconomics OR ECON 1730 Microeconomics	3
Goal 1: COMM 17XX	3
Total Semester Credits.	15

Third Semester

ACCT 1410 Intro to Accounting	2
BUSN 2465 Business Ethics.	3
HMRS 1420 Digital HR (fall only).	3
HMRS 1430 Total Rewards (fall only).	3
Goal 1: ENGL 1711 Composition 1.	4
Total Semester Credits.	15

Fourth Semester

ACCT 1515 Payroll Processing	3
BUSN 1449 Business Communications	3
HMRS 2600 Human Resources Capstone	3
Goal 3 or Goal 4: Natural Sciences OR Mathematical/Logical Reasoning	3
Goal 6: Humanities & Fine Arts.	3
Total Semester Credits.	15

Total Program Credits	60
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