

## Human Resources CERTIFICATE

### Program Overview

This program is designed for an individual who desires to enter the Human Resources field with a general grounding in Human Resources within a short period of time. The certificate program is transferable to the Human Resources AAS program.

### 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, Staffing Coordinator, 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 entry level employment in the field of human resources (in a variety of positions).

### Program Faculty

Mindy Travers mindy.travers@saintpaul.edu  
651.846.1526

### Program Requirements

Check off when completed

Course	Cr
<input type="checkbox"/> ACCT 1515 Payroll Processing . . . . .	3
<input type="checkbox"/> BUSN 2464 Leading and Coaching Others . . . . .	2
<input type="checkbox"/> BUSN 2466 Managing Change and Conflict . . . . .	2
<input type="checkbox"/> HMRS 1400 Human Resources Management . . . . .	3
<input type="checkbox"/> HMRS 1490 Talent Management . . . . .	3
<input type="checkbox"/> HMRS 1510 HR Information Systems & Records . . . . .	3
<input type="checkbox"/> HMRS 1520 Compensation & Benefits Admin. . . . .	3
<input type="checkbox"/> HMRS 2410 Employee/Labor Relations . . . . .	3
<input type="checkbox"/> HMRS 2420 Employment Law & HR Policies . . . . .	3
<b>Subtotal . . . . .</b>	<b>25</b>

**Total Program Credits . . . . . 25**

### Program Start Dates

Fall, Spring

### 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

HMRS 1400 Human Resource Management . . . . .	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>12</b>

#### Second Semester

ACCT 1515 Payroll Processing . . . . .	3
BUSN 2464 Leading and Coaching Others (spring only) . . . . .	2
BUSN 2466 Managing Conflict & Change (spring only) . . . . .	2
HMRS 1490 Talent Management (spring only) . . . . .	3
HMRS 2420 Employment Law & HR Policies (spring only) . . . . .	3
<b>Total Semester Credits . . . . .</b>	<b>13</b>

**Total Program Credits . . . . . 25**

### 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

**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.

*Degree option may have a greater requirement than this certificate.*

014C (7026)

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