Program Requirements Guide 2019 - 2020

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
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Program Requirements
☐ Check off when completed

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

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 1490 Talent Management .................... 3
HMRS 1510 HR Information Systems & Records ... 3
HMRS 1520 Compensation & Benefits Admin. ...... 3
HMRS 2410 Employee/Labor Relations .............. 3
Total Semester Credits ................................ 12

Second Semester
ACCT 1515 Payroll Processing ................... 3
BUSN 2464 Leading and Coaching Others ......... 2
BUSN 2466 Managing Conflict & Change ........... 2
HMRS 1490 Talent Management .................... 3
HMRS 2420 Employment Law & HR Policies ........ 3
Total Semester Credits ................................ 13

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.

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