

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	Cr
<input type="checkbox"/> HMRS 1400 Human Resource Management	3
<input type="checkbox"/> HMRS 1410 Talent Development (spring only)	3
<input type="checkbox"/> HMRS 1420 Digital HR (fall only)	3
<input type="checkbox"/> HMRS 1430 Total Rewards (fall only)	3
<input type="checkbox"/> HMRS 2410 Employee/Labor Relations (fall only)	3
<input type="checkbox"/> HMRS 2420 Employment Law & HR Policies (spring only)	3
<input type="checkbox"/> HMRS 2430 Performance Management and Coaching (spring only)	3
<input type="checkbox"/> HMRS 2440 Talent Acquisition (fall only)	3
Subtotal	24
Total Program Credits	24

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 2410 Employee/Labor Relations (fall only)	3
HMRS 1420 Digital HR (fall only)	3
HMRS 1430 Total Rewards (fall only)	3
HMRS 2440 Talent Acquisition (fall only)	3
Total Semester Credits	12

Second Semester

HMRS 1400 Human Resource Management	3
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
Total Semester Credits	12
Total Program Credits	24

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 or READ 0724 or EAPP 0900

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.

Degree option may have a greater requirement than this certificate.

014C

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