

HUMAN RESOURCES

ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

About this program

Human resources programs prepare students to provide support to companies and individual employees in the area of human resources. Associate of Applied Science graduates may assume duties in the following areas: communication with employees, employee data record-keeping, policies and administration, employer and labor relations, talent acquisition, selection and employment, training and development, compensation and benefit administration.

Program outcomes

1. Understand and apply applicable federal, state and local employment regulations and record-keeping requirements to human resource functions.
2. Demonstrate and apply effective communication skills in oral and written forms applied to core human resource functions.
3. Research and construct ethical policies and procedures related to core human resource functions.
4. Function effectively in a diverse global business community.
5. Understand the strategic impact that human resources has within the business environment.
6. Understand and utilize technology for business and human resource applications.
7. Utilize critical thinking skills to analyze and solve related human resources problems and situations.

Curriculum overview

Crds	Requirement type
42	Required courses
6	Restricted electives in courses
15	Restricted electives in course types
63	Total

Developmental courses note: A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

Accreditation: Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 <http://www.ncahigherlearningcommission.org> Phone: 312.263.0456 / 800.621.7440

Curriculum requirement details

Required courses

Course	Crds
ACCT1124 - Spreadsheet Applications	3
ADMS1116 - Business Communications I	3
ADMS1130 - Office Software Applications	3
BUS1100 - Business Computers	3
ENGL1101 - College Writing	3
HRES1122 - Human Resource Management	3
HRES1126 - Talent Acquisition	3
HRES1130 - Benefits Administration	3
HRES1134 - Training and Development	3
HRES2204 - Policy Administration	3
HRES2212 - Strategic Compensation	3
HRES2224 - Employee/Labor Relations	3
HRES2245 - Human Resources Internship	4
HRES2252 - Human Resource Systems	2

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
COMM1120 - Introduction to Public Speaking	3
COMM1140 - Interpersonal Communication	3

3 credits from one or more of these Courses:

Course title	Credits
PSYC1200 - General Psychology	3
SOC1111 - Introduction to Sociology	3

6 credits from these Course Types:

- General Education w/MnTC Goals
-

9 credits from these Course Types:

- Career
-

Course summaries

ACCT1124 - Spreadsheet Applications (3 credits)

This course covers use of a computerized spreadsheet system for accounting applications. Topics include document creation, storage and retrieval, editing, printing, chart creation, database applications and file distribution.

Prerequisites:

ADMS1116 - Business Communications I (3 credits)

This course prepares students for oral, written and non-verbal business communication skills and competencies required within the workplace. Students will apply proper business formats in memos, letters and other business documents using the direct, indirect and persuasive approaches in both formal business and social business style formats. The principles of grammar, punctuation, spelling and word usage will be applied and developed to gain a greater mastery to impart information professionally while matching style and tone in business writing. Other topics may include strategies for internal and external communication situations, audience analysis and communication through technology individually or within teams.

Prerequisites:

ADMS1130 - Office Software Applications (3 credits)

This course is designed to provide the office professional with software application skills in spreadsheets, databases and email as used in the office environment. Spreadsheet topics may include formatting documents, managing workbooks and worksheets, filtering and sorting, and utilizing importing and exporting of data. Databases may also include creating and utilizing tables, queries, forms and reports, and refining sorting and filtering to generate forms and reports. Email topics may include sending, replying and forwarding email, creating contacts, customizing calendar settings, scheduling meetings and appointments, and creating groups and distribution lists.

BUS1100 - Business Computers (3 credits)

Students will utilize business computer software applications including word processing, spreadsheets, databases and presentation software to solve business problems, emphasizing professional design and organization. Additional topics include basic computer hardware, computer security and ethics, privacy concerns and professional communication standards.

ENGL1101 - College Writing (3 credits)

Meets MnTC Goal Area 1. This is an introductory writing course designed to prepare students for later college and career writing. The course focuses on developing fluency through a process approach, with particular emphasis on revision. Students will consider purpose and audience, read and discuss writing and further develop their own writing processes through successive revisions to produce polished drafts. Course work will include an introduction to argumentative writing, writing from academic sources and a short research project.

Prerequisites:

HRES1122 - Human Resource Management (3 credits)

This course is an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.

HRES1126 - Talent Acquisition (3 credits)

This course covers the basic knowledge of the factors to be considered and the strategies used in the employment process.

HRES1130 - Benefits Administration (3 credits)

This course covers basic knowledge and information about the various types of benefits that are typically offered by employers for their employees.

HRES1134 - Training and Development (3 credits)

This course covers basic information about the characteristics of effective training and development programs in building an engaged workforce.

HRES2204 - Policy Administration (3 credits)

This course covers basic information and understanding of the need for human resources policies in an organization, types of policies, the process of policy formulation and how policies are used.

HRES2212 - Strategic Compensation (3 credits)

This course provides an understanding of employee compensation both direct and indirect, and how it relates to business strategy.

HRES2224 - Employee/Labor Relations (3 credits)

This course covers basic information about the history and current role of labor unions, current labor laws and the rights of employees.

HRES2245 - Human Resources Internship (4 credits)

This course is designed to provide the student with a purposeful occupational experience in the human resources field. Each internship is an individualized experience. A training plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. One credit of internship is equal to 45 hours of internship.

HRES2252 - Human Resource Systems (2 credits)

This capstone course reviews and assesses the principles covered in the Human Resource program through simulated activities related to program outcomes.

Prerequisites:

COMM1120 - Introduction to Public Speaking (3 credits)

Meets MnTC Goal Area 1. This course clarifies the process of oral communication, clarifies the basic principles of public speaking and allows the student to increase the application of these principles while both speaking and listening.

COMM1140 - Interpersonal Communication (3 credits)
Meets MnTC Goal Area 1. This course will focus on improving students' abilities to communicate effectively in one-to-one dyadic encounters by providing experience-based instruction. Extensive in-class and out-of-class analyses allow the student to examine his/her own and others' informal social interactions. The long-term goal is for the student to apply interpersonal communication theories to daily interactions and draw his/her own conclusions about the effectiveness of interpersonal communication.

PSYC1200 - General Psychology (3 credits)
Meets MnTC Goal Areas 5 and 9. This is a comprehensive introductory overview of psychology that studies human behavior and mental processes. Topics include (but are not limited to) research methods, the history of psychology, neuroscience and behavior, developmental psychology, sensation and perception, motivation and emotion, health psychology, learning and memory, personality, social psychology, psychopathology and treatments, and states of consciousness such as sleep and dreams.

SOC1111 - Introduction to Sociology (3 credits)
Meets MnTC Goal Areas 2, 5 and 7. This course is an introduction to the study of societies and the social factors that influence individual and group behavior. The course incorporates sociological and other critical thinking models for the investigation of various components of social life: culture, socialization, social organization, social stratification, social institutions, populations dynamics and social change.



HUMAN RESOURCES

ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

Program Plan — "Primary"

Locations: Moorhead, Online

1st Fall Term (15 credits)

Courses

Course	Crd
ADMS1116 - Business Communications I	3
BUS1100 - Business Computers	3
ENGL1101 - College Writing	3
HRES1122 - Human Resource Management	3
HRES1130 - Benefits Administration	3

1st Spring Term (15 credits)

Courses

Course	Crd
ACCT1124 - Spreadsheet Applications	3
HRES1126 - Talent Acquisition	3
HRES1134 - Training and Development	3

3 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking	3
COMM1140 - Interpersonal Communication	3

3 credits in one or more of the following:

PSYC1200 - General Psychology	3
SOC1111 - Introduction to Sociology	3

2nd Fall Term (15 credits)

Courses

Course	Crd
ADMS1130 - Office Software Applications	3
HRES2204 - Policy Administration	3
HRES2224 - Employee/Labor Relations	3

6 credits in one or more of the following:

General Education w/MnTC Goals

2nd Spring Term (15 credits)

Courses

Course	Crd
HRES2212 - Strategic Compensation	3
HRES2245 - Human Resources Internship	4
HRES2252 - Human Resource Systems	2

9 credits in one or more of the following:

Career
