HUMAN RESOURCES
ASSOCIATE OF SCIENCE (AS) – 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 Science graduates may assume duties in the following areas: communication with employees, employee analytics, policies and administration, employer and labor relations, talent acquisition, selection and employment, training and development, compensation and benefit administration. The AS program is specifically designed for more efficient course transfer to partner universities for students wishing to continue with additional education.

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 computer technology for business and human resource applications.
7. Utilize critical thinking skills to analyze and solve human resource-related problems and situations.

Curriculum overview

Crds	Requirement type
36	Required courses
16	Restricted electives in courses
8	Restricted electives in course types
60	**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

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.

Curriculum requirement details

Required courses

Course	Crds
BUS1100 - Business Computers	3
COMM1120 - Introduction to Public Speaking	3
ENGL1101 - College Writing	3
ENGL1215 - Writing for the Workplace	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	1
HRES2252 - Human Resource Systems	2

Other requirements or restricted electives

3 credits from one or more of these Courses:

Course title	Credits
ACCT2211 - Financial Accounting I	3
BUS2204 - Principles of Management	3

4 credits from one or more of these Courses:

Course title	Credits
MATH1100 - World of Math	3
MATH1114 - College Algebra	4
MATH1213 - Introduction to Statistics	4

3 credits from one or more of these Courses:

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

3 credits from one or more of these Courses:

Course title	Credits
ECON2210 - Macroeconomics	3
ECON2222 - Microeconomics	3

3 credits from one or more of these Courses:

Course title	Credits
PHIL1200 - Applied and Professional Ethics	3
PHIL1201 - Ethics	3

8 credits from these Course Types:

- General Education w/MnTC Goals

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.

Course summaries

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.

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.

Prerequisites:

- Assessment into ENGL 1101

ENGL1101 - College Writing ..... ***(3 credits)***
Meets MnTC Goal Area 1. This is an introductory course designed to prepare students for later college and career writing through a process approach with particular emphasis on revision. Students consider purpose and audience as they read, discuss and refine their work to develop confidence in their writing and communication skills.

Prerequisites:

- ELL1085
- ENGL0097
- or placement in College Level English.

ENGL1215 - Writing for the Workplace ..... ***(3 credits)***
Meets MnTC Goal Area 1. This composition course focuses on writing and designing professional and technical documents, including print and non-print correspondence, descriptions, instructions, reports and proposals, along with promotional material. Analysis, critical thinking and synthesis of sources will be covered, along with the development of presentation skills. Coursework also includes a formally documented, multi-source professional project. This course builds on the foundations of College Writing and provides students with additional opportunities to develop and refine their writing through a process approach.

Prerequisites:

- ENGL1101

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 ..... ***(1 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.

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.

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:

- Advisor Approval

ACCT2211 - Financial Accounting I ..... ***(3 credits)***
This course introduces students to the content and concepts underlying financial statements. Course content includes study of the accounting model, financial statements, merchandise accounting, internal controls and accounting for assets. The course focuses on using accounting information for decision making.

BUS2204 - Principles of Management ..... ***(3 credits)***
This course examines the historical and philosophical foundations of management as well as current theory and practices. Managerial decisions as a planner, organizer, motivator, controller and leader of a diverse workforce in a competitive environment are identified and evaluated. The course is a study of the basic principles of business management, including the functional, scientific, behavioral and systems approaches along with the role of projects in contemporary organizations. Current literature, concepts, models and applications may be included as well as the use of case studies.

MATH1100 - World of Math ..... ***(3 credits)***
Meets MnTC Goal Areas 2 and 4. This course introduces mathematical approaches to question asking, understanding, problem solving and presentation. Students apply mathematical principles to varied disciplines, including an exploration of a variety of social and global issues. Students experience mathematics as a creative and evolving discipline. Practice in these areas may include problems involving sequences, methods of counting, probability, logic, statistics, finance, general problem solving and other topics. This course is not intended to prepare students for any subsequent course. It provides an alternative pathway to completing a college-level liberal arts mathematics course and is not intended for science, technology, engineering and math (STEM) students.

MATH1114 - College Algebra ..... ***(4 credits)***
Meets MnTC Goal Areas 2 and 4. This course includes rational, polynomial, exponential, logarithmic, inverse and quadratic functions. The course also includes equations, inequalities, complex numbers and systems of linear equations. Additional topics may include matrices and determinants.

MATH1213 - Introduction to Statistics ..... ***(4 credits)***
Meets MnTC Goal Areas 2 and 4. Topics include data summary, frequency distributions, plots, graphs, measures of central tendency, variation, probabilities, probability distributions and confidence intervals. Hypothesis testing of means, proportions and variances will be conducted using the z-test, t-test, chi-square test, f-test and ANOVA. Optional topics may include nonparametric statistics, sampling and simulation.

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.

ECON2210 - Macroeconomics ..... ***(3 credits)***
This course provides the student with a means to study economic principles as they relate to determinants of national income, national income accounting, business cycles, unemployment, inflation and aggregate expenditures. The course also examines macroeconomic policy and provides information to gain further understanding in the areas of fiscal policy, financial markets, money and banking, monetary policy, international policy and the varying viewpoints that have evolved throughout history, including the Keynesian and Monetarist schools of thought.

ECON2222 - Microeconomics ..... ***(3 credits)***
Microeconomics stresses the concepts of scarcity, production possibilities, supply and demand curves, elastic and inelastic goods and services, competition, monopolies, oligopolies, poverty and income distribution in the United States. In general, microeconomics examines the functioning of individual industries and the behavior of the individual.

PHIL1200 - Applied and Professional Ethics ..... ***(3 credits)***
Meets MnTC Goal Areas 2 and 9. In this course students will explore ethical issues that arise in professional settings including business, medical and technical settings. The course will also look at the philosophical underpinnings of current professional policies and how philosophy can offer insights that can enhance and deepen such policies.

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.

PHIL1201 - Ethics ..... ***(3 credits)***
Meets MnTC Goal Areas 2, 6 and 9. This course is an introduction to the topic of ethics. In this course, the following questions are examined: What is ethics? How do we make ethical decisions? Are things that are legally right necessarily right? Should we consider our own interests when making ethical decisions? Are things ethically right simply because God says they are right? If our culture says something is ethically right, does that mean it is ethically right? The course also examines numerous topical ethical issues such as racism, terrorism and censorship.

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.

HUMAN RESOURCES
ASSOCIATE OF SCIENCE (AS) – 60 CREDITS

Program Plan — "Primary"
Locations: Online

1st Fall Term (15 credits)

Courses

Course	Crds
BUS1100 - Business Computers	3
ENGL1101 - College Writing	3
HRES1122 - Human Resource Management	3
HRES1130 - Benefits Administration	3

3 credits in one or more of the following:

PSYC1200 - General Psychology 3
SOC1111 - Introduction to Sociology 3

1st Spring Term (15 credits)

Courses

Course	Crds
COMM1120 - Introduction to Public Speaking	3
ENGL1215 - Writing for the Workplace	3
HRES1126 - Talent Acquisition	3
HRES1134 - Training and Development	3

3 credits in one or more of the following:

ACCT2211 - Financial Accounting I 3
BUS2204 - Principles of Management 3

2nd Fall Term (16 credits)

Courses

Course	Crds
HRES2204 - Policy Administration	3
HRES2224 - Employee/Labor Relations	3

4 credits in one or more of the following:

MATH1100 - World of Math 3
MATH1114 - College Algebra 4
MATH1213 - Introduction to Statistics 4

3 credits in one or more of the following:

ECON2210 - Macroeconomics 3
ECON2222 - Microeconomics 3

3 credits in one or more of the following:

PHIL1200 - Applied and Professional Ethics 3
PHIL1201 - Ethics 3

2nd Spring Term (14 credits)

Courses

Course	Crds
HRES2212 - Strategic Compensation	3
HRES2245 - Human Resources Internship	1
HRES2252 - Human Resource Systems	2

8 credits in one or more of the following:

General Education w/MnTC Goals

© 2026 Minnesota State Community and Technical College. We reserve the right to periodically update information without notice. The information in this publication should not be regarded as contractual in nature.