HUMAN RESOURCES
CERTIFICATE – 18 CREDITS

About this program

This program is designed to prepare students to enter the Human Resources field and supports continued professional growth for those currently in the field. Students are provided with a basic understanding of key human resource practices and how to support and manage them. The certificate program is transferable to the Human Resources Associate of Applied Science and Associate of Science degrees.

Program outcomes

1. Understand and apply applicable federal, state and local employment regulations to human resource functions.
2. Understand the strategic impact that human resources has within today's business environment.
3. Utilize critical thinking skills to analyze and solve problems related to human resource programs and situations.

Curriculum overview

Crds	Requirement type
9	Required courses
9	Restricted electives in courses
18	**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

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Curriculum requirement details

Required courses

Course	Crds
HRES1122 - Human Resource Management	3
HRES1126 - Talent Acquisition	3
HRES1130 - Benefits Administration	3

Other requirements or restricted electives

9 credits from one or more of these Courses:

Course title	Credits
BUS1100 - Business Computers	3
BUS1141 - Introduction to Business	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

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Course summaries

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.

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.

BUS1141 - Introduction to Business ..... ***(3 credits)***
Whether Business majors or simply curious about the field, students in this course examine how businesses operate in today's global economy and how various roles contribute to organizational success. Special emphasis is placed on career discovery, with students identifying potential professional interests and aligning their interests with business functions. Students explore current trends, ethical considerations and the impact of technology on business practices while also learning about the skills and qualifications needed for business careers.

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.

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.

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Program Plan — "Primary"
Locations: Online

1st Fall Term (9 credits)

Courses

Course	Crds
HRES1122 - Human Resource Management	3
HRES1126 - Talent Acquisition	3
HRES1130 - Benefits Administration	3

1st Spring Term (9 credits)

Courses

No specific courses set for this term.

9 credits in one or more of the following:

- BUS1100 - Business Computers 3
- BUS1141 - Introduction to Business 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

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