

# 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

<b>Crds</b>	<b>Requirement type</b>
42	Required courses
9	Restricted electives in courses
9	Restricted electives in course types
<b>60</b>	<b>Total</b>

**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
ACCT2211 - Financial Accounting I .....	3
BUS1100 - Business Computers .....	3
BUS1141 - Introduction to Business .....	3
BUS2204 - Principles of Management .....	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 .....	1
HRES2252 - Human Resource Systems .....	2

## Other requirements or restricted electives

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

**3 credits from one or more of these Courses:**

Course title	Credits
ECON2210 - Macroeconomics .....	3
ECON2222 - Microeconomics .....	3

**6 credits from these Course Types:**

- Career

**3 credits from these Course Types:**

- General Education w/MnTC Goals

## Course summaries

**ACCT1124 - Spreadsheet Applications** ..... (3 credits)

This course provides students with in-depth coverage of a spreadsheet application as used in a business setting. Students should be familiar with Windows and word processing.

**Prerequisites:**

- BUS1100

**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 will focus on using accounting information for decision making.

**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)

This course offers a broad overview of the business world for both business and non-business majors. It is an introduction to the business environment, business ownership, management, marketing, technology and information, human resources, accounting and legal studies. This course introduces students to the concepts and knowledge of key business functions within the context of the global economy. This class will provide a foundation for other business courses and help students discover their career path while learning the fundamentals of business.

**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.

**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:**

- Completion of ELL1080, ENGL0096, or ENGL0097 with a grade of C or higher OR placement into college-level English.

**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.

**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

**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.

**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.

**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.

# HUMAN RESOURCES

## ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

Program Plan — "Primary"  
Locations: Online

### 1st Fall Term (15 credits)

#### Courses

Course	Crds
ACCT2211 - Financial Accounting I .....	3
BUS1100 - Business Computers .....	3
BUS1141 - Introduction to Business .....	3
ENGL1101 - College Writing .....	3
HRES1122 - Human Resource Management .....	3

### 1st Spring Term (15 credits)

#### Courses

Course	Crds
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:

- ECON2210 - Macroeconomics ..... 3
- ECON2222 - Microeconomics ..... 3

### 2nd Fall Term (15 credits)

#### Courses

Course	Crds
BUS2204 - Principles of Management .....	3
HRES1130 - Benefits Administration .....	3
HRES2204 - Policy Administration .....	3
HRES2224 - Employee/Labor Relations .....	3

#### 3 credits in one or more of the following:

- PSYC1200 - General Psychology ..... 3
- SOC1111 - Introduction to Sociology ..... 3

### 2nd Spring Term (15 credits)

#### Courses

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

#### 6 credits in one or more of the following:

Career

#### 3 credits in one or more of the following:

General Education w/MnTC Goals