

Human Resource Management

Associate of Science (AS) Degree

Program Requirements.....	30
General Education/MnTC.....	30
Total Credits	60

Program Information

The Associate of Science (AS) in Human Resource Management degree program is designed to prepare students for entry-level careers in the field of human resource management while simultaneously priming students for success as they continue their education at a baccalaureate institution. This degree offers an introduction to Human Resource Management (HRM) theory and concepts, in addition to learning the practical skills necessary to promote professional performance within HR management roles. Students will experience an application-oriented, real-world focused education through a degree program that provides both a strong foundational business core along with a general education curriculum designed to support student academic and career success. For assistance in program planning, or to explore additional transfer options, students should schedule a time to meet with an academic advisor. This degree may transfer in part or in its entirety to baccalaureate institutions. It is recommended students meet with a representative of the transfer institution when planning their program.

Program Goals

By completing this program, students will achieve the following learning goals:

1. Apply Human Resource Management (HRM) concepts and critical thinking and ethical decision-making skills to effectively perform strategic planning directives and HRM job functions within local, national, and global business environments;
2. Utilize business and interpersonal communication skills to effectively disseminate information and preparedness guidelines;
3. Demonstrate an understanding of the role labor relations plays in human resource and the application of federal, state, and local employment regulations/laws in HRM;
4. Use industry-related technology to analyze data related to HR topics such as benefits and compensation; and
5. Analyze how systemic and interpersonal forms of oppression and diversity awareness impact decisions related to hiring, training, employee engagement, and the promotion process.

Developmental Courses

Some students may need preparatory courses in the areas of English, mathematics, or reading. Courses numbered below 1000 will not apply toward this degree.

Completion Requirements

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A minimum cumulative grade point average (GPA) of 2.0 in courses numbered 1000 or above at ARCC.
- Satisfy residency requirements.
- A minimum grade of C must be earned in all Program and General Education/MnTC requirements.
- Completion of specific degree requirements.
- To receive your diploma, you must apply to graduate.
- The requirements of this program are subject to change without notice.

◆ *Course has prerequisite - see course schedule or catalog description.*

^ *Course requires Instructor permission.*

NOTE: You are encouraged to contact an academic advisor at 763-433-1230 for course planning assistance and information about transfer credit evaluation and transfer options.

Related Program Information

Many colleges require a 2.5 GPA or higher for admission.

Program Requirements: 30 credits

<input type="checkbox"/> BUS 1112	Computer Concepts and Applications	3
<input type="checkbox"/> BUS 1135◆	Payroll Accounting	2
<input type="checkbox"/> BUS 2010	Introduction to Human Resources.....	3
<input type="checkbox"/> BUS 2015	Benefits and Compensation	3
<input type="checkbox"/> BUS 2020	Employee Training and Development.....	3
<input type="checkbox"/> BUS 2025	Labor Relations.....	3
<input type="checkbox"/> BUS 2030	Human Resource Information Systems	2
<input type="checkbox"/> BUS 2125	Financial Accounting.....	4
<input type="checkbox"/> BUS 2215	Legal Environment of Business	3
<input type="checkbox"/> BUS 2244	Principles of Management	4

General Education/MnTC Requirements: 30 credits

Complete at least 30 general education credits from the Minnesota Transfer Curriculum (MnTC), including the required courses listed. You must complete at least one course in six of the ten goal areas. One course may satisfy more than one goal area, but the course credits may be counted only once.

<input type="checkbox"/> 1. Communication	
<input type="checkbox"/> ENGL 1120◆ OR ENGL 1121◆	4
<input type="checkbox"/> 2. Critical Thinking	
<input type="checkbox"/> 3. Natural Science (<i>one course with lab required</i>)	
<input type="checkbox"/> 4. Mathematical/Logical Reasoning	
<input type="checkbox"/> MATH 1114◆	4
<input type="checkbox"/> MATH 1200◆	3
<input type="checkbox"/> 5. History/Social/Behavioral Sciences	
<input type="checkbox"/> ECON 2205	3
<input type="checkbox"/> ECON 2206	3
<input type="checkbox"/> 6. Humanities/Fine Arts	
<input type="checkbox"/> 7. Human Diversity	
<input type="checkbox"/> 8. Global Perspective	
<input type="checkbox"/> 9. Ethical/Civic Responsibility	
<input type="checkbox"/> 10. People and the Environment	

Program Sequence:

The sequence that follows is suggested for full-time students. Part-time students will need more time to complete this program.

	Fall Semester	Spring Semester
1 st YEAR	BUS 1112.....	BUS 2020.....
	BUS 2010.....	BUS 2125.....
	BUS 2015.....	MATH 1114.....
	BUS 2215.....	PSYC 1110.....
	ENGL 1120/1121	
	TOTAL	TOTAL
	16	15
2 nd YEAR	Fall Semester	Spring Semester
	BUS 2025.....	BUS 1135*.....
	BUS 2030.....	BUS 2244.....
	ECON 2205.....	CMST 2220.....
	MATH 1200.....	ECON 2206.....
	GenEd/MnTC	GenEd/MnTC.....
TOTAL	TOTAL	
	14	15

*Offered Spring Semester only



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