

Human Resource Management A.A.S. (HMN)

The Human Resource Management Associate Degree program is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

This program allows students to specialize in personnel and human resource topics. The skills and knowledge provided enhance the ability to effectively attain and maintain an organization's most valuable resource—people. Graduates will be qualified to obtain entry-level human resource management positions, such as benefits coordinator, personnel records supervisor, training and development coordinator, and recruitment specialist.

Upon successful completion of this program, graduates will be able to:

- describe the business enterprise concept, including ethical considerations.
- demonstrate effective written communication.
- apply critical thinking, team building, and problem solving skills.
- apply legal principles, particularly rules of contracts, to all business activities.
- describe business procedures for compliance with various human resource regulations and the law.
- describe supervisory skills and standards for human resource management procedures.
- analyze issues involved in organizational recruitment, training, and development.

| First Semester | | Credits |
|---------------------|--|-------------|
| BUS 109 | Business as a Major | 1 |
| BUS 120 | Introduction to Business Organization | 3 |
| BUS 211 | Principles of Management | 3 |
| CIS 105 | Introduction to Computers and Applications | 3 |
| ENG 105 | Research and Composition | 3 |
| Elective | Humanities | 3 |
| | | <hr/> 16 |
| Second Semester | | |
| ACC 160 | Principles of Accounting I | 3 |
| BUS 241 | Business Law I | 3 |
| BUS 252 | Human Resources Management | 3 |
| ENG 107* | Writing in the Workplace | 3 |
| IDS 105 | Thinking, Problem Solving, and Team Building | 3 |
| | | <hr/> 15 |
| Third Semester | | |
| BUS 257 | HRIS/Payroll Administration | 3 |
| BUS 258 | Labor Relations | 3 |
| ECO 201 | Principles of Macroeconomics | 3 |
| ENG 111 | Speech | 3 |
| Elective | Mathematics | 3 |
| | | <hr/> 15 |
| Fourth Semester | | |
| BUS 254 | Human Resources Law | 3 |
| BUS 259 | Compensation and Benefits Management | 3 |
| BUS 262 | Recruiting, Training, and Evaluating Employees | 3 |
| PSY 142 | Industrial/Organizational Psychology | 3 |
| Elective | Science | 3-4 |
| | | <hr/> 15-16 |
| Credit Total | | 61 |

Students should take BUS 109 in the first semester.

*Or ENG 106 for those who plan to transfer.

Prior Learning Assessment: Previous job training, certificates and work experience that may qualify for college credit (*see academic advisor*).

Gateway Courses: Based on placement testing in reading, writing and math, these prerequisite courses may have to be taken before placement in College English or Mathematics beginning the first semester and concurrently.

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|---------|------------------------------|--|
| RSS 099 | Basic Skills Reading | 3 |
| RSS 100 | Critical Reading | 3 |
| ENG 099 | Basic Skills Writing | 3 |
| ENG 100 | Fundamentals of Writing | 3 |
| MAT 090 | Mathematical Literacy | 6 |
| ESL 251 | English for Academic Purpose | 6 |
| | | <i>(Required for ESL students only.)</i> |

Please note, taking gateway courses will increase your time for completion.

