

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
		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
		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
		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
		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.

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

(Required for ESL students only.)

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