

# Human Resources Associate

Associate in Science Degree 2012-2013

Program Requirements.....	30
General Education/MnTC .....	30
<b>TOTAL CREDITS.....</b>	<b>60</b>

## PROGRAM INFORMATION:

The AS in Human Resource Associate 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 through a Bachelor's of Science degree in Business Administration at Metropolitan State University and a Bachelor of Arts in Human Resource Management at Concordia University in St. Paul. This degree offers an introduction to HR theory and concepts along with practical skills necessary to enhance 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 professional success. This degree may transfer in part or in entirety to other baccalaureate institutions. For additional information, visit our Web site at <http://www.AnokaRamsey.edu>.

## PROGRAM GOALS:

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

1. Realize the role that the department of human resources plays within the business environment.
2. Incorporate appropriate human relations concepts and applications in situations requiring decision making.
3. Differentiate among interrelationships amid human resources activities and programs across functional areas.
4. Apply human resources employment law and regulations utilizing appropriate judgment to the circumstances.
5. Facilitate project completion through the operation of human resources industry-related technology systems. Function effectively in a diverse, global business community. Use critical thinking skills to analyze and solve business problems.
6. Demonstrate effective business communication skills.

## DEVELOPMENTAL COURSES:

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

## COMPLETION REQUIREMENTS:

- A minimum of 60 semester credits in courses numbered 1000 or above.
- A cumulative GPA of 2.0 or above is required to complete this degree. Many colleges require a 2.5 GPA or higher for admission. Check the individual transfer guide.
- Each course on this transfer guide must be completed with a 2.0 GPA or higher.
- A minimum of **20 semester credits** applied toward the degree must be taken from ARCC. This requirement may be reduced from **20 to 12 semester credits** for students transferring in at least **8 semester credits** from either another MnSCU college or the University of Minnesota.
- Completion of specific degree requirements. Total of 60 credits.

\* Course has a prerequisite. Prerequisites are listed on the course schedule and in the ARCC Catalog Course Descriptions pages.

**NOTE:** The requirements of this program are subject to change without notice. You are encouraged to contact an academic advisor, Cambridge Campus 763-433-1840 or Coon Rapids Campus 763-433-1240, for course planning assistance and information about transfer credit evaluation.

## Program Requirements: 30 credits

<input type="checkbox"/> BUS 1112*	Computer Concepts & Applications .....	3
<input type="checkbox"/> BUS 1125*	Financial Accounting.....	4
<input type="checkbox"/> BUS 1135*	Payroll Accounting .....	2
<input type="checkbox"/> BUS 2010	Intro to Human Resources.....	3
<input type="checkbox"/> BUS 2015	Benefits & Compensation.....	3
<input type="checkbox"/> BUS 2020	Employee Training & Development.....	3
<input type="checkbox"/> BUS 2025	Labor Relations .....	3
<input type="checkbox"/> BUS 2030	Human Resources Information Systems.....	2
<input type="checkbox"/> BUS 2217	Employment Law for 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 emphasis area, but the course credits may be counted only once.

- |   |        |
|---|--------|
| <input type="checkbox"/> 1. <b>Communication</b>                      |        |
| <input type="checkbox"/> ENGL 1121*                                   | .....4 |
| <input type="checkbox"/> 2. <b>Critical Thinking</b>                  |        |
| <input type="checkbox"/> 3. <b>Natural Science</b>                    |        |
| Required: One course from B and C, one course must include a lab.     |        |
| A. Lab  |        |
| B. Physical Science:  |        |
| C. Biological Science:  |        |
| <input type="checkbox"/> 4. <b>Mathematical/Logical Reasoning</b>     |        |
| <input type="checkbox"/> MATH 1110*                                   | .....3 |
| <input type="checkbox"/> MATH 1200*                                   | .....3 |
| <input type="checkbox"/> 5. <b>History/Social/Behavioral Sciences</b> |        |
| <input type="checkbox"/> ECON 2205 .....                              | 3      |
| <input type="checkbox"/> ECON 2206 .....                              | 3      |
| <input type="checkbox"/> 6. <b>Humanities/Fine Arts</b>               |        |
| <input type="checkbox"/> 7. <b>Human Diversity</b>                    |        |
| <input type="checkbox"/> 8. <b>Global Perspective</b>                 |        |
| <input type="checkbox"/> 9. <b>Ethical/Civic Responsibility</b>       |        |
| <input type="checkbox"/> 10. <b>People and the Environment</b>        |        |

### Metropolitan State University B.S. Degree Program - Business Administration Transfer Guide for selected course requirements.

<b>Metro State Foundation Courses .....</b>	<b>Anoka-Ramsey</b>
MATH 115: College Algebra I.....	MATH 1200
STAT 202: Statistics I.....	MATH 1110
ACCT 210: Financial Accounting .....	BUS 1125
ECON 201: Macroeconomics.....	ECON 2205
ECON 202: Microeconomics.....	ECON 2206
MIS 100: Fundamentals of IT in Organizations .....	BUS 1112

<b>Metro State Business Core Courses .....</b>	<b>Anoka-Ramsey</b>
MGMT 310: Management Principles & Practices.....	BUS 2244

