Human Resources Associate

Associate in Science Degree 2012-2013

Program Requirements	30
General Education/MnTC	30
TOTAL CREDITS	**60**

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.

Program Requirements: 30 credits

☐ BUS 1112♦	Computer Concepts & Applications	3
☐ BUS 1125♦	Financial Accounting	4
☐ BUS 1135♦	Payroll Accounting	2
☐ BUS 2010	Intro to Human Resources	3
☐ BUS 2015	Benefits & Compensation	3
☐ BUS 2020	Employee Training & Development	3
☐ BUS 2025	Labor Relations	3
☐ BUS 2030	Human Resources Information Systems	2
☐ BUS 2217	Employment Law for Business	3
☐ 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.

☐ 1. **Communication**
- ☐ ENGL 1121♦ 4

☐ 2. **Critical Thinking**

☐ 3. **Natural Science**

Required: One course from B and C, one course must include a lab.

A. Lab
B. Physical Science:
C. Biological Science:

☐ 4. **Mathematical/Logical Reasoning**
- ☐ MATH 1110♦ 3
- ☐ MATH 1200♦ 3

☐ 5. **History/Social/Behavioral Sciences**
- ☐ ECON 2205 3
- ☐ ECON 2206 3

☐ 6. **Humanities/Fine Arts**

☐ 7. **Human Diversity**

☐ 8. **Global Perspective**

☐ 9. **Ethical/Civic Responsibility**

☐ 10. **People and the Environment**

Metropolitan State University
B.S. Degree Program - Business Administration

Transfer Guide for selected course requirements.

Metro State Foundation Courses	Anoka-Ramsey
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

Metro State Business Core Courses	Anoka-Ramsey
MGMT 310: Management Principles & Practices	BUS 2244

♦ *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.

Anoka-Ramsey Community College
Cambridge • Coon Rapids