

Human Resource Management AAS



Associate of Applied Science

Available Locations

Bottineau,
Minot,
Online

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THIS PROGRAM IS OFFERED ONLINE

This major prepares individuals to have the skills, knowledge, and abilities in core human resource functions, employee relations issues, communicating effectively in a work environment, and applicable federal, state, and local employment regulations and working knowledge of basic employment laws. Instructional components include personnel recruitment and evaluations, employee relations, employee training and development, employment law, and compensation and benefits, and human resource information portfolios and systems.

Description of Program

The **Associate of Applied Science (AAS) in Human Resource Management (HRM)** will prepare students for opportunities in the growing field of human resource (HR). Professionals in HR can work in a variety of occupations and play a strategic role in the success of an organization. They must be competent in HR knowledge, facilitating changes, and have personal credibility which includes trust and confidentiality. They may facilitate employee communication, manage human resource records, administer employee compensation and benefit plans, recruit, orientate new employees, write policies and apply employment laws and regulations.

Why Study?

The HRM program prepares individuals to have the skills, knowledge, and abilities in core human resource functions, employee relations issues, communicating effectively in a work environment, and applicable federal, state, and local employment regulations and working knowledge of basic employment laws. Instructional components include personnel recruitment and evaluations, employee relations, employee training and development, employment law, and compensation and benefits, and human resource information portfolios and systems.

Career Choices

Professionals with an AAS in HRM can have a variety of career opportunities as HR assistants or specialists in a wide range of businesses, including employment placement agencies, temporary employment services, and professional employment organizations. Some career examples include:

- Human Resource Generalists or Representatives
- Human Resource Coordinator
- Compensation or Benefits Specialist
- Staffing Coordinator

- Payroll Specialist
- Training and Development Specialist

First Year Experience

All new freshman students at Dakota College are required to enroll in [UNIV 105 First Year Experience](#). An exception to this requirement will be made for transfer students who have earned 24 college-level credits prior to attending or who have successfully completed a similar freshman orientation course for credit at another higher education institution. The course orients students to college and examines topics that are important for student success and positive student outcomes.

Digital Literacy Requirement

All associate degrees offered by Dakota College at Bottineau (DCB) require students to meet the digital literacy standard as identified in SBHE Policy 461. Students may accomplish this requirement through any of the following instructional methods: successful completion of one of the courses outlined in the DCB Digital Literacy policy, or successful completion of a non-credit self-paced module, or successful completion of an approved course through the Dakota Digital Academy, or successful completion of this requirement at another North Dakota University System (NDUS) institution.

Freshman Year

Fall

Course Code	Title	Credits
	ENGL 110 or COMM 110	3.0
BOTE 108	Business Mathematics	3.0
CSCI 101	Introduction to Computers	3.0
HRM 120	Introduction to Human Resource Management	3.0
	Social Science Electives	3.0

Spring

Course Code	Title	Credits
BADM 120	Intro to Business	3.0
BOTE 210	Business Communications	3.0
BOTE 247	Spreadsheet Applications	3.0
HRM 140	Employment Life Cycle	3.0
HRM 170	Employment Training and Development	3.0
	Wellness Elective	1.0

Sophomore Year

Fall

Course Code	Title	Credits
BADM 202	Principles of Management	3.0
BOTE 209	Office Management	3.0
BOTE 217	Records Management	3.0
HRM 160	Compensation Administration	3.0
HRM 200	Benefits Administration	3.0

Spring

Course Code	Title	Credits
HRM 210	Employee and Labor Relations	3.0
HRM 230	Employment Policy Administration	3.0
HRM 270	Human Resource Portfolio and Information Systems	3.0
HRM 280	Human Resource Management and Emerging Issues	3.0
HRM 297	Internship	3.0

Consult with program advisors for electives.

	Total Credits	61
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