

Human Resource Management Certificate



Certificate
Available Locations
Bottineau,
Minot,
Online

Program Manager:
Deidre Pugh, Instructor
701-228-5621
deidre.pugh@dakotacollege.edu

Program Advisor:
Lynn Bristol
701-228-5469
lynn.bristol@dakotacollege.edu

THIS PROGRAM IS OFFERED ONLINE

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:

- HR Generalist or Representative
 - Compensation or Benefits Specialist
 - Training and Development Specialist
- HR Coordinator
 - Staffing Coordinator
 - Payroll Specialist

Fall

Course Code	Title	Credits
BOTE 209	Office Management	3.0

BOTE 217	Records Management	3.0
HRM 120	Introduction to Human Resource Management	3.0
HRM 140	Employment Life Cycle	3.0
	HRM 160 or HRM 200	3.0

Spring

Course Code	Title	Credits
BADM 120	Intro to Business	3.0
HRM 170	Employment Training and Development	3.0
HRM 230	Employment Policy Administration	3.0
	HRM 270 or HRM 210	3.0
HRM 297	Internship	3.0

	Total Credits	30
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