

Program Number 31-116-1
Technical Diploma • Two Terms

ABOUT THE PROGRAM

This technical diploma, Human Resources Assistant, provides you with a range of entry level and intermediate skills that are needed to perform basic human resources job functions. The credential 'ladders' up to the full two-year Associate Degree, Human Resource Administration. If you enjoy assisting in structuring and administering programs and policies designed to help employees be productive and safe in the workplace, then human resources assistant is a good career for you. The technical degree holder will assist in recruitment, apply basic workplace safety and legal principles to a variety of employment situations, conduct basic payroll functions, assist in and facilitate employee training and development programs, and serve as a customer service representative for a human resources department. This growing and dynamic field has excellent future career growth potential.

PROGRAM OUTCOMES

- Create an organizational workforce plan.
- Develop training programs.
- Incorporate employment law into business practices.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
 - Complete the online Student Success Questionnaire.
 - Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and discuss the results of the Student Success Questionnaire.
- *Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

FUTURE SEMESTER ENROLLMENT STEPS

- Complete online Student Success Tutorial prior to registering for second semester.

APPROXIMATE COSTS

- \$146.20 per credit tuition (WI resident) plus \$8.77 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE

This program is also offered in an online delivery format. Contact your program advisor for details.

CONTACT

LTC Admissions Advisor
 920.693.1162 • Admissions@gotoltc.edu

| Catalog No. | Class Title | Credit(s) |
|---------------|--|-----------------|
| Term 1 | | |
| 10103191 | Word - Level 1 | 1 |
| 10103121 | Excel - Level 1 | 1 |
| 10196193 | Human Resource Management | 3 |
| 10116105 | Recruitment and Retention of Employees | 3 |
| 10116127 | HR Technology | 2 |
| 10449114 | Safety in the Workplace | 3 |
| 10801195 | Written Communication | 3 |
| | | 16 |
| Term 2 | | |
| 10101106 | Payroll Applications | 2 |
| 10196191 | Supervision | 3 |
| 10116125 | Human Resource Employment Law | 3 |
| 10116103 | Training for Organizations | 3 |
| 10809198 | Introduction to Psychology | 3 |
| 10103161 | PowerPoint - Level 1 | 1 |
| | | 15 |
| | | TOTAL 31 |

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2023-2024 rates and are subject to change prior to the start of the academic year.

EXCEL - LEVEL 1...introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

HR TECHNOLOGY...introduces the learner to the ever-increasing use of technology in the human resource function with special attention paid to mobile computing, social media, human resource information and management systems, cloud computing, and surveying mechanisms.

HUMAN RESOURCE MANAGEMENT...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

HUMAN RESOURCES EMPLOYMENT LAW...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the legal application of the HR role as it impacts EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies. Learners will also learn the proper way to conduct a workplace investigation.

INTRODUCTION TO PSYCHOLOGY...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: Reading placement assessment or equivalent

PAYROLL APPLICATIONS...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; and maintain payroll records.

POWERPOINT - LEVEL 1...introduces the student to the program by planning and creating a presentation, adding media and special effects, and applying advanced formatting to objects.

RECRUITMENT & RETENTION OF EMPLOYEES...applies and skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner.

SAFETY IN THE WORKPLACE...applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.

SUPERVISION...allows the learner to apply the skills and tools necessary to perform the functions of a frontline leader. Students learn the application of strategies and transition to a contemporary supervisory role including day-to-day operations, controlling, staffing, leadership, problem-solving, team skills, motivation, and training.

TRAINING FOR ORGANIZATIONS...applies the skills and tools necessary to implement the training cycle of assessment, design, implementation and evaluation. Each learner will develop and present a complete training project based upon adult learning theory and instructional design techniques.

WORD - LEVEL 1...introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

WRITTEN COMMUNICATION...teaches the writing process, which includes prewriting, drafting, revising, and editing. Through a variety of writing assignments, the student will analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Keyboarding skills are required for this course. It also develops critical reading and thinking skills through the analysis of a variety of written documents. COREQUISITE: Writing placement assessment or equivalent AND Reading placement assessment or equivalent