Program Number 10-116-1
Associate Degree in Applied Science

ABOUT THE PROGRAM
If you enjoy structuring and administering programs and policies designed to help employees be productive and safe in the workplace, then human resource administration is a good career for you. Knowing the laws, regulations, and internal policies of an organization and administering them humanely and fairly is the human resource administrator's responsibility. 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 an advisor for details.

CONTACT
LTC Admissions Advisor
920.693.1162 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1 (Fall 2023)		
10103191	Word - Level 1	1
10103121	Excel - Level 1	1
10196193	Human Resource Management	3
10449114	Safety in the Workplace	3
		8
Term 2 (Spring 2024)		
10101106	Payroll Applications	2
10196191	Supervision	3
10809198	Introduction to Psychology	3
		8
Term 3 (Summer 2024)		
10801195	Written Communication	3
10116103	Training for Organizations	3
		6
Term 4 (Fall 2024)		
10116105	Recruitment and Retention of Employees	3
10116127	HR Technology	2
10116109	Career Planning & Networking	1
		6
Term 5 (Spring 2025)		
10804123	Math with Business Applications	3
10116125	Human Resource Employment Law	3
10809172	Introduction to Diversity Studies	3
		9
Term 6 (Summer 2025)		
10801196	Oral Interpersonal Communication OR 10801198 Speech (3 cr)	3
10103161	Power Point - Level 1	1
		4
Term 7 (Fall 2025)		
10116107	Labor Relations and Negotiations	2
10116102	Compensation & Benefits Administration	3
10101155	Accounting for Professionals	3
		8
Term 8 (Spring 2026)		
10116124	Strategic Performance Management	3
10116106	Internship--Human Resources OR 10138101 Intro to Global Business OR 10116128 HR Studies	3
10116168	Organizational Development	2
		8
Term 9 (Summer 2026)		
10809195	Economics	3
		3
		TOTAL 60

ACCOUNTING FOR PROFESSIONALS...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format. PREREQUISITE: 10804123 Math w Business Applications or CONDITION: 101101 Paralegal program reqs met

CAREER PLANNING & NETWORKING...focuses on the process of researching and pursuing professional career opportunities. Students will develop resume and cover letter documentation to accurately reflect personal, academic, and professional accomplishments and the connection that these elements have to various positions with employers. Interviewing skills will be a significant aspect of this experience with a focus on interviews for potential internship opportunities.

COMPENSATION AND BENEFITS ADMINISTRATION...applies the skills and tools necessary to design, implement and manage a compensation and benefits program as a tool for recruitment, retention and performance management of employees.

ECONOMICS...provides the participant with an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. COREQUISITE: Reading placement assessment or equivalent

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.

INTERNSHIP-HUMAN RESOURCES...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Human Resource program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at LTC. PREREQUISITE: 10116109 Career Planning & Networking and CONDITION: Verification of eligibility by instructor coord of Hum Res prog (student must have at least 30 credits of Hum Res prog courses)

INTRODUCTION TO DIVERSITY STUDIES...introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. COREQUISITE: Reading placement assessment or equivalent

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

LABOR RELATIONS AND NEGOTIATIONS...introduces the participant to the history of the labor movement and includes the legal collective bargaining processes while applying the learned skills with case studies, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration.

MATH WITH BUSINESS APPLICATIONS...covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, apply math concepts to the purchasing/buying process, apply math concepts to the selling process, and basic statistics with business/consumer applications. COREQUISITE: Math placement assessment or equivalent AND Reading placement assessment or equivalent

ORAL/INTERPERSONAL COMMUNICATION...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Reading placement assessment or equivalent

ORGANIZATIONAL DEVELOPMENT....describes what organizations do and how managers contribute to the success of organizational activities and structures. This course will walk through the role of a HR Business Partner in a changing organization. Students will learn models, theprocess, research and application of change management and organization development principles . This course will also teach how organizational development ties with employee development and retention by introducing strategies to provide employees with the opportunity to learn and grow in their careers.

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.

STRATEGIC PERFORMANCE MANAGEMENT...prepares the student to consolidate, analyze, and display data at varying levels of detail in order to make human capital decisions in the workplace. Provides students information they need to enhance employee competencies, establish developmentplans, evaluate performance, and identify succession scenarios. PREREQUISITE: 196193 Human Resource Management and CONDITION: Verification of eligibility by instructor coord of Hum Res prog (student must have at least 30 credits of Hum Res prog courses)

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