

**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

Lakeshore credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

### ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete the online Student Success Questionnaire.
- Complete Student Success Tutorial prior to meeting with your program counselor.
- 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.*

### APPROXIMATE COSTS

\$149.50 per credit tuition (WI resident) plus \$8.97 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

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

### SPECIAL NOTE

- This program is offered in an online delivery format. Contact your program counselor for details.
- Learn when you want. Progress at your own pace. Receive personalized coaching and support. The full CBE definition may be found at [gotoltc.edu/cbe](http://gotoltc.edu/cbe). This program offers flexible start dates throughout the year.

### CONTACT

Lakeshore Admissions Advisor  
 920.693.1366 • [Admissions@gotoltc.edu](mailto:Admissions@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10103121	Excel - Level 1	1
10103191	Word - Level 1	1
10103161	PowerPoint - Level 1	1
10196193	Human Resource Management	3
10449114	Safety in the Workplace	3
10116105	Recruitment & Retention of Employees	3
10801136	English Composition 1	3
		<b>15</b>
<b>Term 2</b>		
10196189	Teambuilding and Problem Solving	3
10101106	Payroll Applications	2
10116103	Training for Organizations	3
10116125	Human Resources Employment Law	3
10116127	HR Technology	2
10809198	Introduction to Psychology	3
		<b>16</b>
		<b>TOTAL 31</b>

*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 2024-2025 rates and are subject to change prior to the start of the academic year.*

**ENGLISH COMPOSITION 1**...is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents. COREQUISITE: Writing placement assessment or equivalent AND 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 and prepares the learner for a human resource administrative role by providing the application of human resource problem solving using a HRIS (Human Resource Information System) to complete case studies.

**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**...prepares the learner to examine the systems of government in the United States as it pertains to human resource laws. Learners will learn the laws that govern the human resource field and will survey the current legal environment in the United States. This course will assist the learner in demonstrating the legal application of the human resource role as it impacts the employee selection process; analyzing discrimination issues and harassment claims; and understanding workplace privacy issues.

**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 the skills and tools necessary to recruit, select, hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be covered, along with understanding the makeup of today's workforce, predicting and preventing turnover, and creating a loyal and committed workforce.

**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.

**TEAMBUILDING AND PROBLEM SOLVING**...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

**TRAINING FOR ORGANIZATIONS**...applies the skills and tools necessary to implement the training cycle of assessment, design, develop, implement and evaluate. 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.