

# Human Resource Administration

## CAREER PATHWAY



COURSES	CREDITS	HUMAN RESOURCES ASSISTANT TECHNICAL DIPLOMA	HUMAN RESOURCES ADMINISTRATION ASSOCIATE DEGREE
Human Resource Employment Law	3 credits	●	●
HR Technology	2 credits	●	●
Human Resource Management	3 credits	●	●
Recruitment & Retention of Employees	3 credits	●	●
Safety in the Workplace	3 credits	●	●
Written Communication	3 credits	●	●
Supervision	3 credits	●	●
Training for Organizations	3 credits	●	●
Introduction to Psychology	3 credits	●	●
Payroll Applications	2 credits	●	●
Word-Level 1	1 credit	●	●
Excel-Level 1	1 credit	●	●
Powerpoint-Level 1	1 credit		●
Math with Business Applications	3 credits		●
Professional Career Search Techniques	1 credits		●
Accounting for Professionals	3 credits		●
Compensation & Benefits Admin	3 credits		●
Economics	3 credits		●
Intro to Diversity Studies	3 credits		●
Oral Interpersonal Comm OR Speech	3 credits		●
Strategic Performance Management	3 credits		●
Labor Relations and Negotiations	2 credits		●
Organization Development	2 credits		●
Internship OR HR Studies OR Intro to Global Business	3 credits		●
<b>Total credits</b>		<b>30</b>	<b>60</b>

LEADS TO:	CERTIFICATION	-	-
	CAREER	HUMAN RESOURCES ASSISTANT	HUMAN RESOURCES MANAGER, SUPERVISOR
	POTENTIAL MEDIAN SALARY*	\$35,027	\$50,398

\*Salary data is derived from surveys collected by the U.S. Bureau of Labor Statistics and mapped to LTC programs using economic modeling software. As with any survey data, the wages presented here are prone to error and sampling bias. Educational decisions should not be entirely based on the data presented here. The wage data presented here is the median annual salary from May 2014 – May 2019 of each program's occupation cluster in the LTC District as reported by EMSI (Economic Modeling Specialists Intl.). Some people beginning work at jobs in these fields may find a higher or lower starting wage than what is reported here.



This ACT program is 100% funded with a TAACCCT Round IV \$19.9 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. Voice/TTY 711

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. Except where otherwise noted, this work is licensed under the Creative Commons Attribution 4.0 International License.



A Career Pathway is a ladder approach to career education. It allows you to earn employer-recognized credentials that lead to jobs & career advancement.



The Hire in  
HIGHER EDUCATION.

2019-20

LAKESHORE TECHNICAL COLLEGE  
gotoltc.edu • 1.888.GO TO LTC  
1290 North Avenue • Cleveland WI  
HLC Accredited hlcommission.org