Human Resource Administration

Program No: 10-116-1
Associate Degree in Applied Science
Degree Completion Time: Varies
Degree completion time may vary based on student scheduling needs and class availability.

2013-2014

Catalog No.	Class Title	Credit(s)
Term 1		
10105124	Portfolio Introduction	1.00
10196193	Human Resource Management	3.00
10196191	Supervision	3.00
10196136	Safety in the Workplace	3.00
10801195	Written Communication	3.00
10804123	Math with Business Applications	3.00
	Total	**16.00**
Term 2		
10101106	Payroll Applications	2.00
10104109	Customer Service Techniques	2.00
10116125	Human Resource Employment Law	3.00
10116127	HR Information Systems	1.00
10116131	Organizational Health and Wellness	2.00
10801196	Oral Interpersonal Communication	3.00
10809195	Economics	3.00
	Total	**16.00**
Term 3		
10101155	Accounting for Professionals	3.00
10105128	Personal Branding	2.00
10116102	Compensation & Benefits Administration	3.00
10116105	Recruitment and Retention of Employees	3.00
10809172	Introduction to Diversity Studies	3.00
10809198	Introduction to Psychology	3.00
	Total	**17.00**
Term 4		
10116115	Portfolio Assessment-Human Resources	1.00
10116124	Strategic Performance Management	3.00
10116104	Labor Relations and Negotiations	3.00
10116103	Training for Organizations	3.00
10806112	Principles of Sustainability	3.00
10116106	Internship—Human Resources OR 10138101 Intro to Global Business OR 10116128 HR Studies	3.00
10999991	Elective	1.00
	Total	**17.00**
	Program Total	**66.00**

Suggested Electives:

10196190	Leadership Development	3.00
10196168	Organizational Development	3.00
10196188	Project Management	3.00
10196123	HR Technology	2.00

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

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.

About the Career

A company's most important resource is its people. Hiring the right employees, motivating them, and compensating them fairly are central to the success of any enterprise. If you can exercise compassion and good business sense simultaneously, have excellent analytical and communication skills, and can maintain confidentiality in a heavily regulated profession, human resource administration is a good career opportunity for you.

Careers

- Human Resource Assistant
- Human Resource Manager
- Compensation and Benefits Clerk
- Office Manager
- Payroll Specialist
- Human Resource Generalist
- Human Resource Recruiter

Admission Steps

- Submit Application and $30 Processing Fee
- Complete an Assessment for Placement (Accuplacer or ACT and Microsoft Skills Check—Word, PowerPoint, Excel)
- Submit Official Transcripts (High School and Other Colleges)
- Meet with Program Advisor
- Complete Functional Ability Statement of Understanding Form

Program Outcomes

You will learn to:
- Define and describe the functions of human resource management and employee relations to include policies, complaints, and harassment issues.
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- Administer human resource functions through technology and human resource information systems (HRIS).
- Develop and prepare reports necessary to carry out the functions of the human resource department.
- Provide assistance for the recruitment and retention of employees.
- Manage the interpretation and application of established human resource policies.
- Utilize career development practices.
- Develop and evaluate effective training programs.
- Utilize a variety of compensation and benefit criteria.
- Utilize ethical and legal standards in human resource decision making.
- Communicate clearly and professionally and hear, follow, and give directions in both verbal and written formats.

Approximate Costs

- $132 per credit (resident)
- $198 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Functional Abilities

Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Placement Scores

Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

Divisional Grading Policy

All coursework in the Business and Technology Division must be passed at a grade of "C" or better for program graduation.

gotoltc.edu
info@gotoltc.edu

Lakeshore Technical College
1290 North Avenue • Cleveland WI 53015

1.888.GO TO LTC
(1.888.468.6582) • TTY: 920.693.8956

Transfer agreements are available with the following institutions:

Bellevue University
Capella University
Concordia University
Excelsior College
Franklin University
Herzing University

Lakeland College
Ottawa University
Silver Lake College
University of Phoenix
Upper Iowa University
UW-Green Bay

UW-Oshkosh
UW-Stout

IMPORTANT: For more information on these agreements, visit gotoltc.edu/transfer.

10101106 Payroll Applications
...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; and maintain payroll records.

10101155 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. *COREQUISITE: Microsoft Excel skills or equivalent and PREREQUISITE: 10804123 Math w Business Applications or CONDITION: 101101 Paralegal program requirements met*

10104109 Customer Service Techniques
...assess participants' skills in customer relations, judgment and business development and provides training in connecting with customers, healing customer relationships, and dealing with customer needs.

10105124 Portfolio Introduction
...prepares the student to develop a personal and professional portfolio, to identify self-awareness through various self-assessments and apply these results to the workplace and other environments, to write goal statements and understand their value, to develop an individual history of events and achievements, and to identify significant learning experiences throughout the student's life.

10105128 Personal Branding
...focuses on the importance of developing a strong brand identify for yourself as a professional. As a prospective employee, you are constantly selling yourself from how you talk, walk, dress, your facial expressions, and your body language; people are always forming impressions of you. In this course, you will develop a professional resume, cover letter, practice interview skills, and learn the role of social media in career development. *PREREQUISITE: 10105124 Portfolio Introduction or 10201116 Graphic and Web Portfolio*

10116102 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.

10116103 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.

10116104 Labor Relations and Ngotiations
...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.

10116105 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.

10116106 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: 10105124 Port Intro & 10105126 Career Assess or 10105128 Career Expl or 10105128 Pers Branding or CONDITION: Verification of eligibility by instructor coord of Hum Res prog (student must have at least 45 credits of Hum Res prog courses)*

10116115 Portfolio Assessment-Human Resources
...prepares the student to identify what they have learned throughout the human resource program, write career goals, re-examine their resume, research and collect project samples of their achievements, and analyze their achievements within the college core abilities. *PREREQUISITES: 10105124 Portfolio Introduction or 10105128 Personal Branding*

10116124 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 development plans, evaluate performance, and identify succession scenarios.

10116125 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. *COREQUISITE: Microsoft PowerPoint skills or equivalent*

10116127 Human Resource Information Systems
...introduces the student to a variety of information management systems with emphasis on enterprise resource planning and HRIS. *COREQUISITE: Microsoft Excel skills or equivalent*

10116131 Organizational Health and Wellness
...introduces the student to the concepts involved in organizational wellness programs and the impact from a financial and human asset standpoint. Learners will research wellness programs, develop proposed systems for district-based organizations, and calculate projected cost savings from the implementation of these programs. Insurance principles will also be examined by the learner.

10809198 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: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

10196191 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. *COREQUISITE: Microsoft Word skills or equivalent or or CONDITION: 105361 Pharm Svcs Mgmt or 315361 Pharm Tech requirements met*

10196193 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.

10801195 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. *PREREQUISITE: 10831103 Intro to College Wrtg or CONDITION: Written Comm Prepared Learner (Accuplacer Wrtg min score of 86 or Equivalent) and COREQUISITE: 10838105 Intro Rdg & Study Skills or CONDITION: Reading Accuplacer min score of 74 or equivalent*

10801196 Oral/Interpersonal Comm
...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. *COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent*

10804123 Math w Business Apps
...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. *PREREQUISITE: Accuplacer Math minimum score of 79 or Equivalent or 10834109 Pre-Algebra and COREQUISITE: 10838105 Intro Reading and Study Skills or CONDITION: Reading accuplcer minimum score of 74 or equivalent*

10806112 Principles of Sustainability
…prepares students to develop sustainable literacy, analyze interconnections among physical and biological sciences and environmental systems, summarize effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal/recycling in the U.S., and analyze approaches used by your community. *COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent*

10809195 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: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent*

10809172 Introduction to Diversity Studies
...is a course that draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

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