



Human Resource Administration

Program No: 10-196-4

Associate Degree in Applied Science

Degree Completion Time: Varies

Degree completion time may vary based on student scheduling needs and class availability.

2008-2009

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		
10196125	Human Resource Employment Law	3.00
10196127	HR Information Systems	3.00
10101105	HR Payroll Applications	3.00
10801196	Oral Interpersonal Communication	3.00
10809195	Economics	3.00
10104109	Customer Service Techniques	2.00
	Total	17.00
Term 3		
10196121	Financial Analysis for HR	3.00
10105126	Career Assessment	3.00
10196102	Compensation & Benefits Administration	3.00
10196105	Recruitment and Retention of Employees	3.00
10809172	Race, Ethnic, and Diversity Studies	3.00
10809198	Introduction to Psychology	3.00
	Total	18.00
Term 4		
10105127	Portfolio Assessment	1.00
10196124	Strategic Performance Management	3.00
10196104	Labor Relations and Negotiations	2.00
10196103	Training for Organizations	3.00
10809166	Intro to Ethics: Theory & Application	3.00
10105120	Internship OR 10196128 HR Studies OR 10140101 Intro to International Business (2 credits)	3.00
10999992	Elective	2.00
	Total	17.00
	Program Total	68.00
Suggested Electives:		
10196129	HR Insurance Administration	2.00
10196190	Leadership Development	3.00
10196168	Organizational Development	3.00
10196188	Project Management	3.00
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

- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Program Advising Session
- Microsoft Skills Check (Word, PowerPoint, Excel)

Program Goals

You will learn to:

- Define and describe the functions of human resource management and employee relations to include policies, complaints, and harassment issues.
- 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

- \$92 per credit (resident)
- \$563 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Entrance Assessment Scores

Assessment Areas	ACT	Accuplacer
Math	16	79
Read	16	74
Write	16	88

Transfer agreements are available with the following institutions:

Capella University
Lakeland College
Silver Lake College
UW-Stout

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

10101105 Human Resources Payroll Applications
...applies the skills and tools necessary to develop and manage the process of computing and recording of wages, salaries and benefits of employees, in accordance with current accounting and governmental reporting requirements.

10140101 Introduction to International Business
...will examine the basic elements of the international business environment, identify economic and trade influences on international business, analyze political and competitive influences, develop an understanding of how companies plan their international business approach, determine how companies manage their international resources, and apply cultural and international management concepts in solving business-related problems.

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.

10105120 Internship
...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their 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.

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.

10105126 Career Assessment
...prepares the student to develop a career plan, write a resume, create a cover letter, prepare for an interview, search for work on the Internet, adapt a resume for an electronic scan, and post a resume and cover letter on the Internet.
COREQUISITE: 10105124 Portfolio Introduction

10105127 Portfolio Assessment
...prepares the student to identify what they have learned throughout the 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 and program outcomes.
PREREQUISITES: 10105124 Portfolio Assessment and 10105126 Career Assessment

10196102 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.

10196103 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.

10196104 Labor Relations and Negotiations
...introduces the participant to the legal bargaining unit and applies skills learned to case study analysis, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration. Emphasis is on consensus negotiations.

10196105 Recruitment and Retention of Employees
...applies 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.

10196121 Financial Analysis for Human Resources
...will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to human resource professionals.

10196124 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.

10196125 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

10196127 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

10196136 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.

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 10103109 Pharmacy Word 2002-Intro

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.

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.

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 10804100 Math Proficiency

10809166 Introduction to Ethics: Theory and Application
...provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.

10809172 Race, Ethnic, and 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.

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.

10809198 Intro 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.