

# HUMAN RESOURCES



## Associate of Applied Science Degree 10-116-1

The Human Resources Associate of Applied Science degree prepares students to assist small to mid-sized organizations in effectively recruiting, developing, and utilizing their human resources. Students learn how to maximize the human potential for the benefit of the organization. This field of employment requires knowledge and skills in the following areas: occupational job analysis, compensation, benefits, training, staffing, employee relations, safety, and human resources information systems.

Careers such as HR Generalists or HR Specialists can be found in any non-profit, service or manufacturing organization. Human Resource Specialists can focus on areas such as employee recruitment/interviewing, employee training and development, wages and compensation, benefits, employee wellness, and occupational analysis. Students will have an opportunity to prepare for various related certifications such as from the Society of Human Resources (SHRM) and OSHA.

Upon successful completion of this program, students will be able to:

- Design an organizational workforce plan
- Develop training programs
- Analyze organizational total rewards programs
- Incorporate employment law into business practices
- Apply employee relations techniques

### Graduates Have Found Employment As:

- HR Manager/Coordinator/Administrator
- Training and Development Manager
- Compensation and Benefits Coordinator
- Employment and Placement Specialist

- Recruitment Specialist
- Labor Relations Specialist

| Semester 1            |   | Credits      |
|-----------------------|---|--------------|
| 102-148               | Introduction to Business and Management                             | 3            |
| 196-193               | Human Resource Management   | 3            |
| 103-128               | Introduction to Microsoft Office Suites                             | 2            |
| 801-136               | English Composition 1   | 3            |
| 804-134<br>or 804-118 | Mathematical Reasoning<br>or Intermediate Algebra with Applications | 3-4          |
| <b>Credits</b>        |   | <b>14-15</b> |
| Semester 2            |   | Credits      |
| 103-107               | Intermediate Excel  | 2            |
| 106-142               | Customer Service Essentials   | 1            |
| 116-102               | Training and Development  | 3            |
| 196-103               | Employment Law  | 3            |
| 196-116               | Staffing Organizations  | 3            |
| 196-161               | Team Building: Communicating and Building Cohesiveness              | 1            |
| 196-168               | Organizational Development  | 3            |
| <b>Credits</b>        |   | <b>16</b>    |
| Semester 3            |   | Credits      |
| 101-111               | Accounting I  | 4            |
| 116-115               | Compensation and Benefits   | 3            |
| 116-119               | Labor Relations   | 3            |
| 196-108               | Health, Safety and Security   | 3            |
| 809-198               | Introduction to Psychology  | 3            |
| <b>Credits</b>        |   | <b>16</b>    |

**Semester 4**

|                       |  |              |
|-----------------------|--|--------------|
| 101-135               | Payroll Accounting   | 2            |
| 102-115               | Management Principles  | 3            |
| 116-138               | Human Resource Practium                                      | 3            |
| 196-163               | Team Building: Inclusion and Engagement                      | 1            |
| 801-198               | Speech   | 3            |
| 809-196<br>or 809-122 | Introduction to Sociology<br>or Intro to American Government | 3            |
|                       | <b>Credits</b>   | <b>15</b>    |
|                       | <b>Total Credits</b>   | <b>61-62</b> |

**General Education Courses Within Program**

| <b>Code</b>           | <b>Title</b>   | <b>Credits</b> |
|-----------------------|--|----------------|
| 801-136               | English Composition 1  | 3              |
| 801-198               | Speech   | 3              |
| 804-134<br>or 804-118 | Mathematical Reasoning<br>Intermediate Algebra with Applications | 3-4            |
| 809-196               | Introduction to Sociology  | 3              |
| 809-198               | Introduction to Psychology                                       | 3              |