

HUMAN RESOURCES (116)

Information provided includes course descriptions by subject only. For complete 2024-2025 programs/academic plans, please refer to Academic Programs (<http://catalog.blackhawk.edu/academics/>).

116-102 Training and Development

Credits: 1-3

This course explains the fundamentals of training and development coordination. It includes terminology, levels of learning, matching training providers with organizational needs, organizing materials and environments to maximize learning, measuring completion of objectives, and communication with employees. Through a simulation, teams will assess learning needs, develop training plans and objectives, create a training plan, use the plan to train the class on a new skill or process and then assess the transfer of knowledge afterwards. This course is a pre-requisite for Human Resource Practicum 116-138.

Aid Code: 10 - undefined.

Complete Course Listing

116-115 Compensation and Benefits

Credits: 1-3

This course focuses on the compensation and benefit elements that make up a total rewards system and how an organization utilizes these elements to be competitive in their market. Learners will create a compensation structure and propose benefit programs. Focus will be on the major categories of benefits, including planning and administration, regulation compliance, insurance, retirement plans, paid time off, etc. This course is a pre-requisite for Payroll Administration 116-137 and Human Resource Practicum 116-138.

Aid Code: 10 - undefined.

Complete Course Listing

116-119 Labor Relations

Credits: 1-3

Learners are introduced to the history of the American Labor force and explore specific laws concerning the regulation of employment. Through discussions and case analyses, students interpret the legal requirements and restrictions for labor and management. Topics explored include the legalities of union certification and de-certification, negotiation and administration of labor agreements, strikes, lockouts, mediation, and arbitration. Learners will author contract proposals, negotiate changes to an existing labor agreement, and learn to administer specific labor contract language.

Aid Code: 10 - undefined.

Complete Course Listing

116-138 Human Resource Practicum

Credits: 1-3

Learners further develop their HR knowledge and skills by working with HR professionals to complete human resource projects for area organizations. The students are provided actual HR related projects from local organizations. Project management tools are applied to the project for effective results. This course is the HR program capstone and requires the following pre-requisite courses: 116-193, 116-116, 116-102, 116-115.

Aid Code: 10 - undefined.

Pre-requisites: (116-102 or 196-102) and (116-115 or 196-115) and (116-116 or 196-116) and (116-193 or 196-193)

Complete Course Listing