HUMAN RESOURCES

Overview

Human Resources Associate of Applied Science Degree

Program Code: 10-116-1

For more information: wctc.edu/human-resources *(*http://www.wctc.edu/human-resources/*)*

Human resources adds value to an organization by managing its most important resource – people. HR professionals attract, recruit and hire staff; provide details about programs and benefits; maintain employment records; and work with payroll. Explore employment law, employee training and development, compensation and benefits administration, labor relations, and wellness and safety initiatives.

The minimum required course grades and program grade point average (GPA) for students under this catalog are:

Core Courses = C
General Studies Courses = C
Program GPA = 2.0

Build your degree along a career pathway. Start with a couple of courses or an entry-level credential to enter the job market in your area of interest, then continue with higher credentials on your educational path for job advancement and higher wages.

Career Pathway

1. Human Resource Professional 18
2. Human Resources 60

Related Certificate that can be earned along the way.

- Compensation and Benefits Specialist Technical Certificate (https://catalog.wctc.edu/programs/compensation-benefits-specialist/)
- Operational Effectiveness Technical Certificate (https://catalog.wctc.edu/programs/operational-effectiveness/)
- Talent Acquisition Specialist Technical Certificate (https://catalog.wctc.edu/programs/talent-acquisition-specialist/)

Learning Outcomes
Program Outcomes

1. Create an organizational workforce plan.
2. Examine organizational total rewards program.
3. Incorporate employment law into business practices.
4. Facilitate effective employee relations.
5. Develop training programs.

Critical Life Skills

To help our students prepare for success in a workplace and society that is **increasingly global, multi-cultural, and collaborative,** all students are given opportunities to develop and demonstrate Critical Life Skills, both in and out of the classroom. The following Critical Life Skills are learning outcomes for WCTC students.

- **Communication:** Demonstrate appropriate communication.
- **Critical Thinking/Problem Solving:** Demonstrate critical thinking skills to analyze situations and solve problems.
- **Relationships:** Demonstrate effective interpersonal skills.
- **Self-management:** Demonstrate responsible and respectful behavior.

Required Courses

Listed below are the required courses for the program. To view the recommended sequence for taking courses click on the plan of study tab(s) above. Work with your Academic Advisor to design a program plan!

View your **Program Matrix** to find out when each course will be offered (term and time of day).

Code	Title	Credits
Core Courses		
106-162	Introduction to Microsoft Word	1
Approved Substitute: 106-110		
106-163	Intro to Microsoft Excel	1
Approved Substitute: 106-110		
106-166	Business Presentation Software	1
Approved Substitute: 106-110		
196-123	Leading Change	3
196-125	Management of Customer Service	3
196-127	Compensation and Benefits	3
196-128	Wellness & Benefit Plans	3
196-129	Human Resource Technology	3
Approved Substitute: 106-117		
196-130	Safety Management	3
196-140	Managing People	3
196-142	Federal Labor Law	3
196-164	Recruitment and Staffing	3
196-165	Employee Train and Develop	3
196-190	Leadership Development	3
196-193	Human Resource Management	3
196-196	Human Resources Capstone	3
General Studies		
801-136	English Composition 1	3
Approved Substitute: 801-223		
801-196	Oral/Interpersonal Comm	3
Approved Substitute: 801-198		
804-123	Math w Business Apps	3
Approved Substitutes: 804-107 OR 804-115 OR 804-116 OR 804-118 OR 804-195 OR 804-198 OR 804-211		
809-172	Intro to Diversity Studies	3
Approved Substitute: 809-235		
809-196	Intro to Sociology	3
809-199	Psychology of Human Relations	3
Approved Substitute: 809-198		
Total Credits		**60**

Full-time, Fall Start Plan

First Year

Fall Term 1

		Credits
196-140	Managing People	3
196-193	Human Resource Management	3
	Credits	**6**

Fall Term 2

196-164	Recruitment and Staffing	3
801-136	English Composition 1	3
	Credits	**6**

Winter Interim

106-166	Business Presentation Software ^{This course will run 4 weeks.}	1
	Credits	**1**

Spring Term 1

196-190	Leadership Development	3
804-123	Math w Business Apps	3
	Credits	**6**

Spring Term 2

196-127	Compensation and Benefits	3
801-196	Oral/Interpersonal Comm	3
	Credits	**6**

Second Year

Summer Interim

196-128	Wellness & Benefit Plans	3
	Credits	**3**

Summer Term

106-162	Introduction to Microsoft Word ^{This course will run 4 weeks.}	1
	Credits	**1**

Fall Term 1

196-123	Leading Change	3
196-129	Human Resource Technology	3
	Credits	**6**

Fall Term 2

196-125	Management of Customer Service	3
196-130	Safety Management	3
	Credits	**6**

Winter Interim

106-163	Intro to Microsoft Excel ^{This course will run 4 weeks.}	1
	Credits	**1**

Spring Term 1

196-142	Federal Labor Law	3
809-199	Psychology of Human Relations	3
	Credits	**6**

Spring Term 2

196-165	Employee Train and Develop	3
196-196	Human Resources Capstone	3
809-172	Intro to Diversity Studies	3
	Credits	**9**

Third Year

Summer Term

809-196	Intro to Sociology	3
	Credits	**3**
	Total Credits	**60**

Part-time, Fall Start Plan

First Year

Fall Term 1

		Credits
801-136	English Composition 1	3
	Credits	**3**

Fall Term 2

196-193	Human Resource Management	3
	Credits	**3**

Spring Term 1

196-140	Managing People	3
	Credits	**3**

Spring Term 2

196-127	Compensation and Benefits	3
	Credits	**3**

Second Year

Summer Term

106-162	Introduction to Microsoft Word	1
106-163	Intro to Microsoft Excel	1
	Credits	**2**

Fall Term 1

804-123	Math w Business Apps	3
	Credits	**3**

Fall Term 2

196-164	Recruitment and Staffing	3
	Credits	**3**

Spring Term 1

809-172	Intro to Diversity Studies	3
	Credits	**3**

Spring Term 2

196-165	Employee Train and Develop	3
	Credits	**3**

Third Year

Summer Interim

196-128	Wellness & Benefit Plans	3
	Credits	**3**

Fall Term 1

196-123	Leading Change	3
	Credits	**3**

Fall Term 2

196-130	Safety Management	3
	Credits	**3**

Spring Term 1

196-190	Leadership Development	3
	Credits	**3**

Spring Term 2

801-196	Oral/Interpersonal Comm	3
	Credits	**3**

Fourth Year

Summer Term

106-166	Business Presentation Software	1
809-199	Psychology of Human Relations	3
	Credits	**4**

Fall Term 1

196-129	Human Resource Technology	3
	Credits	**3**

Fall Term 2

196-125	Management of Customer Service	3
	Credits	**3**

Spring Term 1

196-142	Federal Labor Law	3
	Credits	**3**

Spring Term 2

196-196	Human Resources Capstone	3
	Credits	**3**

Fifth Year

Summer Term

809-196	Intro to Sociology	3
	Credits	**3**
	Total Credits	**60**

Full-time, Spring Start Plan

First Year

Spring Term 1		**Credits**
196-125	Management of Customer Service	3
196-193	Human Resource Management	3
	Credits	**6**

Spring Term 2

196-164	Recruitment and Staffing	3
801-136	English Composition 1	3
	Credits	**6**

Summer Interim

106-162	Introduction to Microsoft Word This course will run 4 weeks.	1
	Credits	**1**

Summer Term

106-163	Intro to Microsoft Excel This course will run 4 weeks.	1
809-199	Psychology of Human Relations	3
	Credits	**4**

Fall Term 1

196-123	Leading Change	3
196-142	Federal Labor Law	3
	Credits	**6**

Fall Term 2

196-128	Wellness & Benefit Plans	3

196-165	Employee Train and Develop	3
	Credits	**6**

Winter Interim

106-166	Business Presentation Software This course will run 4 weeks.	1
	Credits	**1**

Second Year

Spring Term 1

196-140	Managing People	3
196-190	Leadership Development	3
	Credits	**6**

Spring Term 2

801-196	Oral/Interpersonal Comm	3
804-123	Math w Business Apps	3
	Credits	**6**

Summer Term

809-172	Intro to Diversity Studies	3
809-196	Intro to Sociology	3
	Credits	**6**

Fall Term 1

196-127	Compensation and Benefits	3
196-129	Human Resource Technology	3
	Credits	**6**

Fall Term 2

196-196	Human Resources Capstone	3
196-130	Safety Management	3
	Credits	**6**
	Total Credits	**60**

Part-time, Spring Start Plan

First Year

Spring Term 1		**Credits**
801-136	English Composition 1	3
	Credits	**3**

Spring Term 2

196-193	Human Resource Management	3
	Credits	**3**

Summer Interim

106-163	Intro to Microsoft Excel	1
	Credits	**1**

Summer Term

106-162	Introduction to Microsoft Word This course will run 4 weeks.	1
801-196	Oral/Interpersonal Comm	3
	Credits	**4**

Fall Term 1

196-127	Compensation and Benefits	3
	Credits	**3**

Fall Term 2

196-128	Wellness & Benefit Plans	3
	Credits	**3**

Second Year

Spring Term 1

804-123	Math w Business Apps	3
	Credits	**3**

Spring Term 2

196-164	Recruitment and Staffing	3
	Credits	**3**

Fall Term 1

196-123	Leading Change	3
	Credits	**3**

Fall Term 2

196-125	Management of Customer Service	3
	Credits	**3**

Third Year

Spring Term 1

196-190	Leadership Development	3
	Credits	**3**

Spring Term 2

196-164	Recruitment and Staffing	3
	Credits	**3**

Summer Term

106-166	Business Presentation Software This course will run 4 weeks.	1
809-199	Psychology of Human Relations	3
	Credits	**4**

Fall Term 1

196-142	Federal Labor Law	3
	Credits	**3**

Fall Term 2

196-130	Safety Management	3
	Credits	**3**

Fourth Year

Spring Term 1

196-140	Managing People	3
	Credits	**3**

Spring Term 2

196-165	Employee Train and Develop	3
	Credits	**3**

Summer Term

809-172	Intro to Diversity Studies	3
809-196	Intro to Sociology	3
	Credits	**6**

Fall Term 1

196-129	Human Resource Technology	3
	Credits	**3**

Fall Term 2

196-196	Human Resources Capstone	3
	Credits	**3**
	Total Credits	**63**

Leadership Dev and HR, Fall Start

First Year

Fall Term 1

		Credits
196-193	Human Resource Management	3
801-136	English Composition 1	3
	Credits	**6**

Fall Term 2

196-123	Leading Change	3
196-190	Leadership Development	3
	Credits	**6**

Winter Interim

106-162	Introduction to Microsoft Word	1
	Credits	**1**

Spring Term 1

196-140	Managing People	3
623-170	Intro to Continuous Improvment	3
	Credits	**6**

Spring Term 2

196-124	Applications in Leadership	3
801-196	Oral/Interpersonal Comm	3
	Credits	**6**

Second Year

Summer Interim

196-128	Wellness & Benefit Plans	3
	Credits	**3**

Summer Term

106-163	Intro to Microsoft Excel	1
809-172	Intro to Diversity Studies	3
	Credits	**4**

Fall Term 1

196-127	Compensation and Benefits	3
196-129	Human Resource Technology	3
	Credits	**6**

Fall Term 2

196-130	Safety Management	3
196-165	Employee Train and Develop	3
	Credits	**6**

Winter Interim

809-195	Economics	3
	Credits	**3**

Spring Term 1

196-125	Management of Customer Service	3
196-135	Project Management	3
	Credits	**6**

Spring Term 2

196-164	Recruitment and Staffing	3
804-123	Math w Business Apps	3
	Credits	**6**

Third Year

Summer Interim

196-180	Organizational Development	3
	Credits	**3**

Summer Term

106-166	Business Presentation Software	1
809-199	Psychology of Human Relations	3
	Credits	**4**

Fall Term 1

196-142	Federal Labor Law	3
196-136	Risk Management	3
	Credits	**6**

Fall Term 2

196-196	Human Resources Capstone	3
809-196	Intro to Sociology	3
	Credits	**6**
	Total Credits	**78**

Leadership Dev and HR, Spring Start

First Year

Spring Term 1		Credits
196-190	Leadership Development	3
801-136	English Composition 1	3
	Credits	**6**

Spring Term 2

196-164	Recruitment and Staffing	3
196-193	Human Resource Management	3
	Credits	**6**

Summer Interim

106-162	Introduction to Microsoft Word	1
106-163	Intro to Microsoft Excel	1
	Credits	**2**

Summer Term

196-125	Management of Customer Service	3
801-196	Oral/Interpersonal Comm	3
	Credits	**6**

Fall Term 1

196-123	Leading Change	3
196-127	Compensation and Benefits	3
	Credits	**6**

Fall Term 2

196-128	Wellness & Benefit Plans	3
623-170	Intro to Continuous Improvment	3
	Credits	**6**

Second Year

Spring Term 1

196-140	Managing People	3
196-142	Federal Labor Law	3
	Credits	**6**

Spring Term 2

196-124	Applications in Leadership	3

196-165	Employee Train and Develop	3
	Credits	**6**

Summer Interim

196-180	Organizational Development	3
	Credits	**3**

Summer Term

809-172	Intro to Diversity Studies	3
804-123	Math w Business Apps	3
	Credits	**6**

Fall Term 1

196-129	Human Resource Technology	3
196-136	Risk Management	3
	Credits	**6**

Fall Term 2

196-130	Safety Management	3
809-195	Economics	3
	Credits	**6**

Winter Interim

106-166	Business Presentation Software	1
	Credits	**1**

Third Year

Spring Term 1

196-135	Project Management	3
809-199	Psychology of Human Relations	3
	Credits	**6**

Spring Term 2

196-196	Human Resources Capstone	3
809-196	Intro to Sociology	3
	Credits	**6**
	Total Credits	**78**