

# 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/) (<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
2. Human Resources

## Related Certificate you can earn along the way :

- Compensation and Benefits Specialist Technical Certificate (<https://catalog.wctc.edu/programs/compensation-benefits-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 this program. An Academic Advisor can help you develop your program plan and select the term and course schedule that works best for you.

Code	Title	Credits
<b>Core Courses</b>		
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
<b>General Studies</b>		
801-136	English Composition I	3
Approved Substitute: 801-223		
801-196	Oral/Interpersonal Comm	3
Approved Substitute: 801-198		
804-123	Math with Business Apps	3
Approved Substitutes: 804-107 OR 804-115 OR 804-116 OR 804-118 OR 804-195 OR 804-197 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		
<b>Total Credits</b>		<b>60</b>