Human Resource Management
10-116-2  Associate Degree (two-year)

Program Overview
The Human Resource Management program prepares students to assist organizations in effectively recruiting, developing, and utilizing their human resources. This field of employment requires knowledge and skills in the following areas: occupational job analysis, compensation, benefits, training, staffing, employee relations, workers’ compensation, budgeting, labor relations, performance management and coaching, safety, and human resources information systems. Careers such as Human Resource Assistant or Human Resource Specialist can be found in a non-profit, service, or manufacturing organization. Human Resource Specialists focus on areas such as employee recruitment/interviewing, employee training and development, wages and compensation, benefits, employee wellness, and occupational analysis.

Admission Requirements
Students in this program must:
• Complete application form and submit with fee (waiver may apply if previously submitted)
• Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion)
• Complete admissions meeting with a WITC counselor (above requirements should be completed prior to meeting)

Program Outcomes
Employers will expect Human Resource Management graduates to be able to:
• Create an organizational workforce plan
• Develop training programs
• Examine organizational total rewards programs
• Incorporate employment law into business practices
• Facilitate effective employee relations

Employability essentials and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of employability essentials and indicators.

Career Outlook
Positions available to students after graduation may include:
• Compensation and Benefits Specialist
• Employment Specialist
• Human Resources Coordinator
• Human Resources Specialist
• Recruitment Specialist
• Training and Development Specialist
• Payroll Analyst
• Labor Relations Specialist
• Human Resources Assistant

Curriculum

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<td>10116101</td>
<td>Introduction to Payroll and HRIS</td>
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<td>10196145</td>
<td>Contemporary Business for Supervisors</td>
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General Studies Courses ▲

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<td>Oral/Interpersonal Communication or</td>
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PROGRAM REQUIREMENTS 61

▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

See pages 41-43 for course descriptions.

Campus:
Ashland*
New Richmond*
Rice Lake*
Superior*

*combination of ITV (Interactive Television), in-person or online instruction
**Programs and Course Descriptions**

(See pages 41-43 for General Studies course descriptions)

10101176 **Financial Accounting 1A - Credits: 2**
This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

10103106 **MS PowerPoint - Credits: 1**
A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

10103146 **MS Word A - Credits: 1**
Students will learn word processing using MS Word. Credit A activities include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151 **MS Excel A - Credits: 1**
Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10103152 **MS Excel B - Credits: 1**
Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. **PREREQUISITE: 10103151 MS Excel A.**

10105123 **Business Skills - Credits: 1**
Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques; and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

10116100 **Human Resource Management - Credits: 3**
In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to goal organization. Each learner 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 and procedures, training, performance management, employee counseling and development; and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

10116101 **Introduction to Payroll and HRIS - Credits: 3**
In keeping in line with electronic recordkeeping, human resources and payroll have followed suit. Tracking employee information and payroll transactions is handled efficiently and securely using human resources information systems and payroll software. The learner will come to understand how this type of software works. Payroll calculation will be highly emphasized taking into account all the federal and state laws and filing requirements.

10116102 **Employment Law - Credits: 3**
Course examines employment, labor, and social issues in the work environment through the laws that govern the employer/union and employer/employee relationships. Topics explored include: unemployment compensation; workers’ compensation; hiring and firing practices; sexual harassment in the workplace; the Americans with Disabilities Act; and the intricacies of federal and Wisconsin equal employment opportunity laws. Students will use in-depth case analyses, oral presentation, and debates. **PREREQUISITE: 10116100 Human Resource Management.**

10116103 **Compensation Management - Credits: 3**
Compensation encompasses the remuneration issues of employment. It will cover all aspects of wage and salary administration including job design, job analysis, pay range development, salary surveys, bonus programs, state and federal compensation law and performance management in regards to pay practices. **PREREQUISITE: 10116100 Human Resource Management.**

10116104 **Recruitment and Selection - Credits: 3**
Getting the right employees in the right job is really an art. Learn the methods of recruitment used to attract employees to your organization. Once recruitment takes place, then selection of the most suitable candidate for an opening takes place. This process is highly governed by state and federal law which must be learned and used as the basis for lawful selection of employees. **PREREQUISITE: 10116100 Human Resource Management.**

10116105 **Employee Relations and Labor Law - Credits: 2**
The course provides students with both the common and complex issues related to human behavior in the workplace as it relates to employee relations, state and federal mandates and laws. In-depth examination of relationships among workers, management, laws and government are the major focus of this course. **PREREQUISITE: 10116100 Human Resource Management.**

10116106 **Orientation and Training - Credits: 3**
The orientation and training course prepares participants to be able to orient, train and take new hires through the onboarding process to ensure the greatest opportunity to be successful, productive employees in the workplace. Key topics are: training and development, delivery techniques, assessing employee strengths, and methods to determine where employees may focus their improvement processes. Course will also explore the value of engaging in company culture exhibiting techniques for success with culture. **PREREQUISITE: 10116100 Human Resource Management.**

10116107 **Benefit Administration - Credits: 3**
With the ever changing health care laws, this benefits course will address the evolution of benefit offerings in health insurance as well as the other benefit areas. Taking the total reward approach, other topics to be covered include dental insurance, disability insurance, paid time off, government mandated benefits and optional work arrangements. **PREREQUISITE: 10116100 Human Resource Management.**

**Graduate Employment Information**
(WITC Graduate Survey Responses 2014-2015; for most recent data, go to witc.edu)

Number of graduates: 5
Number of responses: 5
Number available for employment: 4

Number employed: 3 (75%)
Percent employed: 75%
Employed in related field: 0
Average yearly salary: $39,145*

*Range of yearly salary and average yearly salary based on composite from Wisconsin's 16 technical college districts (WITC) which does not include WITC graduates.

**Career Vision**

800.243.9482  witc.edu  2017-2018

**10116108 **Human Resource Capstone - Credits: 3**
The Human Resource Capstone course emphasizes application of advanced principles of human resource management. These principles include the application of the EEOC, regulations, recruitment and selection, orientation and training, payroll and benefit administration, interpersonal skills management and business management. Learners are required to design and complete a human resource management project that begins with the fundamentals and extends to application within their workplace. **PREREQUISITE: Admitted to the Human Resource Management program.**

10116109 **Customer Service - Credits: 1**
This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

10196136 **Safety in the Workplace - Credits: 3**
An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor’s responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

10196138 **Conflict Resolution and Confrontation Skills - Credits: 1**
In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

10196145 **Contemporary Business for Supervisors - Credits: 2**
In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity profit centers, financial statements, and overall departmental operations.

10196199 **Ethics in Business - Credits: 3**
This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.