

# HUMAN RESOURCES

Associate Degree  
10-116-1

The Human Resources Program 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.

## Program Outcomes

- Recruit and interview qualified candidates for available positions.
- Coordinate and conduct new employee orientations.
- Maintain personnel records and human resources information systems.
- Administer payroll and benefit programs.
- Organize health and safety programs.
- Coordinate employee training and education.
- Plan and implement employee relations activities.
- Understand employment law in order to assist managers and supervisors.
- Provide leadership with employee relations and EEO initiatives.
- Assist HR managers in larger organizations.

## 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

View the entire course listing (<http://catalog.blackhawk.edu/courses>).

Semester 1		Credits
102-148	Introduction to Business and Management	3
116-168	Organizational Development	3
103-128	Introduction to Microsoft Office Suites	2
116-193	Human Resource Management	3
801-195	Written Communication	3
804-123	Math with Business Applications	3
Credits		17

## Semester 2

102-109	Business Careers Planning and Business Communication	3
116-103	Employment Law	3
116-108	Health and Safety	3
116-116	Staffing Organizations	3
801-196	Oral/Interpersonal Communication	3
Credits		15

## Semester 3

102-115	Management Principles	3
116-102	Training and Development	3
116-115	Compensation and Benefits	3
116-119	Labor Relations	3
809-198	Introduction to Psychology	3
Credits		15

## Semester 4

102-150	Global Business Fundamentals	3
116-137	Payroll Administration	3
116-138	Human Resource Practicum	3
116-152	Talent Management	3
809-196	Introduction to Sociology	3
Credits		15
Total Credits		62

## General Education Courses Within Program

Code	Title	Credits
801-195	Written Communication	3
801-196	Oral/Interpersonal Communication	3
804-123	Math with Business Applications	3
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3

Associate Degrees and Technical Diplomas are part of a larger model of BTC's Career Pathways which link related academic programs in sequence. Each program within a career pathway offers direct job preparation and a path to the next level of academic programming. To view the connected program model, visit the Human Resources Career Path (<http://catalog.blackhawk.edu/academics/associate-degrees/human-resources/HumanResourcesCareerPath.pdf>) (PDF).