

HUMAN RESOURCES (116)

116-102 Training and Development

Credits: 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 - Associate Degree.

Complete Course Listing

116-103 Employment Law

Credits: 3

This course introduces and explores legal issues concerning employment and their effect on the workplace. Through in-depth case analyses, oral presentations and debates, learners will examine the intricacies of Federal and Wisconsin Equal Employment Opportunity laws. Topics include legislation and Supreme Court decisions related to civil rights, age discrimination, disabilities, pay equity, affirmative action, etc.

Aid Code: 10 - Associate Degree.

Pre-requisites: (801-195)

Complete Course Listing

116-108 Health and Safety

Credits: 3

Learners will analyze the safety and health issues affecting today's business organizations in a variety of industries. OSHA and EPA regulations and reporting will be explored and applied to hypothetical situations. Learners will examine security issues in the workplace and present mitigation methods. Learners conduct research on a specific safety topic and make a presentation based on their research. Upon completion, learners will be prepared to test for OSHA 10 hour certification.

Aid Code: 10 - Associate Degree.

Complete Course Listing

116-115 Compensation and Benefits

Credits: 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 - Associate Degree.

Complete Course Listing

116-116 Staffing Organizations

Credits: 3

Learners will explore best practices in recruitment, retention, interviewing, selection, and hiring as it applies to an organization's staffing needs. Learners practice the skills necessary for interviewing individuals in a variety of settings. Behavior-based questioning is emphasized. This material supplements the legal aspects of the employment process. This course is a pre-requisite for Human Resource Practicum 116-138.

Aid Code: 10 - Associate Degree.

Complete Course Listing

116-119 Labor Relations

Credits: 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 - Associate Degree.

Complete Course Listing

116-137 Payroll Administration

Credits: 3

Learners will apply payroll concepts within the context of a business. Learners will also interpret financial statements and prepare hypothetical budgets. The topics covered include the following: maintaining payroll records; taxable benefits; statutory and other deductions; preparation of payroll journal entries; government reporting; computerized payroll systems. The learner will be prepared to take the Fundamental Payroll Certification test upon completion through the American Payroll Association.

Aid Code: 10 - Associate Degree.

Pre-requisites: (116-115 or 196-115)

Complete Course Listing

116-138 Human Resource Practicum

Credits: 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 - Associate Degree.

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)

Co-requisites: (116-152)

Complete Course Listing

116-152 Talent Management

Credits: 3

This course focuses on facilitating improvement or correction of employee performance. Through a simulation, learners will create an on-boarding program, an employee handbook, and performance evaluation methods. Techniques will be practiced concerning effective communication, an investigation, coaching skills, career counseling, termination, facilitating change in work procedures, and managing the conflict that often results from change. Staffing Organizations 116-116 is a pre-requisite.

Aid Code: 10 - Associate Degree.

Pre-requisites: (116-116)

Complete Course Listing

116-168 Organizational Development

Credits: 3

This course introduces the learner to the different motivational mechanics that affect individuals, teams, and organizations. Focus is placed on understanding individual differences and how they are manifested within an organization. Learners will compare leadership theories, power and organizational structures, organizational cultures, and decision-making processes. Communication during workplace changes and career management is practiced and explored.

Aid Code: 10 - Associate Degree.

Complete Course Listing

116-193 Human Resource Management

Credits: 3

This course establishes the foundation for effectively managing people in an organization. All of the Human Resource functions are examined such as: Recruitment, Interviewing and Selection, Orientation, Training, Performance Review, Compensation and Benefits within the context of a typical business. Learners explore labor forecasting and strategy and analyze impacts on the organization. This course is a pre-requisite for Human Resource Practicum 116-138.

Aid Code: 10 - Associate Degree.

Complete Course Listing