

# HUMAN RESOURCES



## Associate of Applied Science Degree 10-116-1

The Human Resources Associate of Applied Science degree 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
103-138	Word Documents	2
196-193	Human Resource Management	3
801-136	English Composition 1	3
804-134 or 804-118	Mathematical Reasoning or Intermediate Algebra with Applications	3-4
<b>Credits</b>		<b>14-15</b>
Semester 2		Credits
103-107	Intermediate Excel	2
106-142	Customer Service Essentials	1
116-102	Training and Development	3
196-103	Employment Law	3
196-116	Staffing Organizations	3
196-161	Team Building: Communicating and Building Cohesiveness	1
196-168	Organizational Development	3
<b>Credits</b>		<b>16</b>
Semester 3		Credits
101-111	Accounting I	4

116-115	Compensation and Benefits	3
196-108	Health, Safety and Security	3
809-198	Introduction to Psychology	3
116-119	Labor Relations	3

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**Credits** **16**

**Semester 4**

101-135	Payroll Accounting	2
102-115	Management Principles	3
116-138	Human Resource Practium	3
809-196 or 809-122	Introduction to Sociology or Intro to American Government	3
801-198	Speech	3
196-163	Team Building: Inclusion and Engagement	1

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**Credits** **15**

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**Total Credits** **61-62**

## General Education Courses Within Program

Code	Title	Credits
801-136	English Composition 1	3
801-198	Speech	3
804-134 or 804-118	Mathematical Reasoning Intermediate Algebra with Applications	3-4
809-196	Introduction to Sociology	3
809-198	Introduction to Psychology	3