



Human Resources

Associate of Applied Science Degree
 Program Number: 10-196-4
 2009 - 2010

The Human Resources Program prepares students to assist small to mid-sized organizations in effectively recruiting, developing, and utilizing their human resources. You'll 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 for Human Resources (SHRM) and OSHA.

Program Outcomes—

Upon completion of this program, you will be able to:

- 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

Consult our website for current information at www.blackhawk.edu or contact Blackhawk Technical College Student Services at 608-757-7668.

	Course Name	Credits	Lec-Lab
Semester 1			
102-110	Business Career Planning	1	1 - 0
102-148	Introduction to Business	3	3 - 0
103-106	Introduction to MS Office	3	3 - 0
801-195	Written Communications	3	3 - 0
804-123	Math with Business Applications	3	3 - 0
809-198	Introduction to Psychology	3	3 - 0
Semester 2			
196-102	Employee Training & Development	3	3 - 0
196-103	Human Resource Employment Law	3	3 - 0
196-108	Health, Safety & Security for HR	3	3 - 0
196-193	Human Resource Management	3	3 - 0
801-196	Oral & Interpersonal Communications	3	3 - 0

Semester 3

196-115	Compensation & Benefits	3	3 - 0
196-116	Staffing Organizations	3	3 - 0
196-117	Leadership & Personal Development	3	3 - 0
196-118	HR Information Systems ¹	3	2 - 2
196-119	Labor & Employee Relations	3	3 - 0
809-172	Race, Ethnic & Diversity Studies	3	3 - 0

Semester 4

196-114	Fundamentals of Budget Analysis	3	3 - 0
196-137	Payroll Administration ¹	3	3 - 0
196-138	Human Resource Leadership Practicum ¹	3	1 - 8
196-139	Intro to Global Human Resources ¹	3	3 - 0
809-166	Intro to Ethics: Theory & Application	3	3 - 0
809-195	Economics	3	3 - 0

TOTAL CREDITS 67

¹ Course has prerequisites

Course Descriptions

102-110 Business Career Planning 1 Credit
 Students will focus on personal and professional preparation for a career in business related occupations. Course covers interpersonal and intrapersonal success skills including self-esteem, understanding human behavior, creative problem solving and decision making, effective communication skills, time management, setting priorities, and organizational techniques. Job search strategies will be introduced.

102-148 Introduction to Business 3 Credits
 Students will be introduced to business operations, focusing on a basic understanding of the activities, functions, and principles of business enterprises. This course covers the responsibilities and challenges of operating a business. The course emphasizes human relations, management, marketing, finance, labor relations, franchising, forms of ownership and careers.

103-106 Introduction to MS Office 3 Credit
 This course will introduce students to the Microsoft Office Suite and overview many of the core competencies of Outlook, Word, Excel, Access, PowerPoint, and Explorer. Students will develop the use of technology for both problem solving and decision-making and will be expected to learn to use the resources available to search for answers to problems.

196-102 Employee Training & Development 3 Credits
 This course explains the fundamentals of training and development coordination. It includes terminology, levels of learning, matching training providers with organization needs, organizing materials and environments to maximize learning, measuring completion of objectives, and communication with employees. Students analyze local organizations to determine both training needs and the most appropriate training methodologies, in order to solve common business problems. Teams of students develop training plans, create a sample lesson plan, and present the lesson to the class.

196-103 Human Resource Employment Law 3 Credits
 Introduces and explores legal issues concerning employment and their effect on the workplace. Through in-depth case analyses, oral presentations, and debates, students learn about 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.

196-108 Health, Safety & Security for HR 3 Credits
Often, safety is one of the responsibilities of the human resource division. Students review the various safety and health issues affecting today's business organizations. Teams of students conduct research on a specific safety topic and conduct a safety presentation based on their research. Students will test for OSHA certification.

196-114 Fundamentals of Budget Analysis 3 Credits
The learner analyzes the fiscal components of a business by evaluating financial statements and annual reports that are relevant to the supervisor and decision-making. Each learner will evaluate and review ratios, trends, and develop a budget, and monitor the results. This course is a practical hands-on approach to interpreting accounting and financial reports as a non-accountant.

196-115 Compensation and Benefits 3 Credits
This course focuses on the compensation and benefit elements that make up total compensation. This course covers base pay, merit pay and variable pay programs and examines such benefits as government regulation, group welfare plans, pension plans and flexible benefit plans. Students learn to apply the principles of compensation management to maintain an organization's competitive advantage while complying with state and federal law. Topics include job analysis, descriptions, and evaluation; pay and benefits surveys; budgeting as related to compensation; and comparable worth issues. The course promotes an understanding of mandated and discretionary employee benefits. It will focus on the major categories of benefits, including planning and administration, compliance with regulations, insurance, retirement plans, paid time off from work, accommodation and enhancement benefits. The students will participate in a variety of activities in which they will investigate current benefits programs, design or modify benefits programs to reflect today's work environment, and administer benefits through simulations and role playing. As a major team project, students complete a simulation to design a complete compensation and benefits program.

196-116 Staffing Organizations 3 Credits
Learners will focus on recruitment, selection, orientation and hiring practices. This course examines what today's workforce expects and how to efficiently use the recruitment budget. All steps of the hiring process are reviewed. This material supplements the legal aspects of the employment process. Students develop the tools necessary for interviewing individuals in a variety of settings. Through hands on projects, students practice their skills by probing, survey, recruitment, employment, and performance interviews.

196-117 Leadership & Personal Development 3 Credits
Designed to assist individuals to apply leadership skills effectively in any organizational structure. Emphasis is placed on leadership and employee involvement strategies. Focus is on the role of Human Resources Management in defining direction, aligning the organization, empowering people and teams, modeling trustworthiness, balancing the needs of all stakeholders, and optimizing allocation resources.

196-118 Human Resources Information Systems 3 Credits
Learners will cover the fundamentals of human resource record-keeping. Topics include organizing records, federal and state retention requirements, documentation, employee access to records, privacy issues, and developing policies. Students learn to use the integrated human resource information components of a relational database (such as Access or PeopleAdmin) to perform human resource database tasks related to administration, performance management, compensation, recruitment, and more. In a series of exercises, students process the HR information related to groups of employees as these employees move through the application, selection, promotion, retention and retirement phases of employment. **Prerequisite: 103-106 Introduction to MS Office**

196-119 Labor & Employee Relations 3 Credits
Students author contract proposals, negotiate changes to an existing labor agreement, and administer specific labor contract language. Through discussions and case analyses, students learn the legal requirements and restrictions for labor and management. Topics include the legalities of union certification and decertification, negotiation and administration of labor agreements, strikes, lockouts, mediation, and arbitration. Enhance the ability to understand and develop employee-focused programs, policies and procedures such as company orientations, formal and informal communications, employee recognition programs and community relations, complaint investigation and resolution, and disciplinary procedures.

196-137 Payroll Administration 3 Credits
This course provides you with a framework and the knowledge of administering a payroll system. The topics covered include the following: maintaining payroll records; salaried, hourly, commission, piecework, and contract workers; taxable benefits; statutory and other deductions; preparation of payroll journal entries; preparation of record of employment; preparation of W2s, W4s, and W2 Summary; workers' compensation; employment standards; pay equity; computerized payroll using both a personal computer database and using an outside payroll service. **Prerequisite: 196-115 Compensation and Benefits**

196-138 Human Resource Leadership Practicum 3 Credits
Students further develop their HR knowledge and skills by working with HR professionals to complete human resource projects for area organizations. Evaluation of students' work will be heavily influenced by the satisfaction expressed by representatives of the organizations served. **Prerequisites: 196-193 Human Resource Management; 196-115 Compensation and Benefits; 196-116 Staffing Organizations; 196-102 Employee Training & Development**

196-139 Introduction to Global Human Resources 3 Credits
In this course, students will examine human capital in a global business environment. The topics cover major cultural differences in values and attitudes which may affect international HRM effectiveness, global staffing, international compensation, employee relations, labor law, and encourages students to identify the future issues of international HRM for their organizations. **Prerequisite: 196-193 Human Resource Management**

196-193 Human Resource Management 3 Credits
Students explore the fundamentals of human resource administration, including strategic planning, policy making, staffing, appraising, compensation, training, employment law, and safety. In addition, many students identify the specialized HR field they will pursue as HR professionals. Topics include human resource development, employee selection, performance appraisals, compensation, training, labor relations, organizational productivity, motivation, teamwork and affirmative action.

General Education Courses:

801-195	Written Communication	3 Credits
801-196	Oral/Interpersonal Comm.	3 Credits
804-123	Math with Business Applications	3 Credits
809-166	Introduction to Ethics: Theory & Application	3 Credits
809-172	Race, Ethnic & Diversity Studies	3 Credits
809-195	Economics	3 Credits
809-198	Introduction to Psychology	3 Credits

Refer to BTC Catalog for complete course descriptions, program standards, and prerequisites information. BTC is an equal opportunity, access, affirmative action employer and educator.