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Academic Year: 2020-2021

## Human Resources Associate Degree

Program Code 101161

Human resource specialists play a respected role in any organization. From small businesses to large corporations, human resource specialists are needed to understand and advise employees and supervisors on the following topics: employment law, training and development of employees, compensation and benefits administration, labor relations, and wellness/safety initiatives. Typical positions in this field include human resources generalist; hiring coordinator; payroll/benefits coordinator; staffing coordinator; labor relations specialist; compensation, benefits, and job analysis specialists; and training and development specialist.

**Average  
Starting Salary**  
**\$34,317.00**

FT Median Annual Wage

**91%**  
**Graduate  
Employment**

With 77% Employed in Field

**Job Openings:**  
**99\***

### Locations

Offered throughout the District. For information in Green Bay: (920) 498-5444. For information in Marinette: (715) 735-9361. For information in Sturgeon Bay: (920) 746-4900. Toll-free: (888) 385-6982.

**This program is fully eligible for financial aid.**

### Follow Your Path

All credits from the following certificate(s) apply toward this associate degree:



- . Human Resource Compliance, 611162
- . Organizational Safety and Health, 611161
- . Employee Benefits, Relations, and Development, 901163

### Requirements for Program Entry

- . Completed application.
- . High school transcript or equivalent. (For a list of equivalents, go to [www.nwtc.edu/getting-started](http://www.nwtc.edu/getting-started).)
- . It is recommended that a student have basic computer skills in Word, Excel, and PowerPoint prior to entering the Human Resources program.
- . To be admitted to this program, learners must achieve a prior cumulative high school or college grade point average of 2.6 or higher OR a satisfactory academic skills assessment score. College grade point average must be based on 15 credits or more. To learn more about starting this program, please contact an academic advisor at (920) 498-5444 or (888) 385-6982.

### CURRICULUM

Students following the study plan below will complete the Human Resources associate degree in the number of semesters shown. For alternate study plans, refer to the information in the Related Links area at the right of this page.

#### FIRST SEMESTER

10-890-101 College 101	1
10-105-101 Career Planning	1
10-801-136 English Composition 1	3
10-196-193 Human Resource Mgmt	3
10-103-131 Micro: Excel-Intro	1
10-196-164 Supervisors-Personal Skills	3
10-196-134 Legal Issues-Supervisors	3
10-804-134 Mathematical Reasoning	3
<b>SEMESTER TOTAL</b>	<b>18</b>

#### SECOND SEMESTER

10-116-110 Organizational Health/Wellness	3
10-196-136 Safety-Workplace	3
10-801-196 Oral/Interpersonal Comm	3
10-103-132 Micro: Excel-Part 2	1
10-116-115 Legal Issues & Compliance-Adv	3
10-809-198 Intro to Psychology	3
<b>SEMESTER TOTAL</b>	<b>16</b>

#### THIRD SEMESTER

10-101-184 Business Finance/Budgeting	3
10-105-103 Career Preparation	1
10-809-172 Intro to Diversity Studies	3
10-116-111 Employee Recruitment/Retention	3
10-116-112 Compensation/Benefits Admin	3
10-809-196 Intro to Sociology	3
<b>SEMESTER TOTAL</b>	<b>16</b>

#### FOURTH SEMESTER

10-101-106 Accounting-for Non-Accountants	3
10-116-113 Labor Relations & Negotiations	3
10-116-114 Training for Organizations	3
10-116-116 HR Organizational Metrics	2
10-116-199 Human Res Career Experience	2
<b>SEMESTER TOTAL</b>	<b>13</b>

**TOTAL CREDITS** **63**

#### Curriculum Note

- . Many courses in this program are offered in a variety of formats such as blended, online, in person, web conference, or video conference.
- . Most credits from this degree can be transferred to some four-year colleges for learners interested in pursuing a bachelor's degree.
- . The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program requirements, but must be passed with a C or better.

\* Program-related job openings, full- and part-time, within our district, via EMSI. Many programs have additional job opportunities outside of district. Learn more at [www.nwtc.edu/graduatesuccess](http://www.nwtc.edu/graduatesuccess)

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## Course Descriptions

10-890-101 COLLEGE 101 ...Students will utilize digital tools and resources to assess, explore, practice, apply, and evaluate both employability and learning skills. By establishing NWTC cultural values as hallmarks of success in academic, career, and personal settings the course encourages reflective, personalized development of a growth mindset and emphasizes the importance of making wise choices. To maximize the return on investment, students should take this course in their first semester as it identifies key expectations (hidden rules) of higher learning and professional employment.

10-105-101 CAREER PLANNING ...experiential learning introduction. Learn how personal branding allows candidates to differentiate themselves from the competition through appearance, personality, and marketing competency. Career portfolio introduced. (Corequisite: 10-890-101, College 101)

10-801-136 ENGLISH COMPOSITION 1 ...learners develop knowledge/skills in planning, organizing, writing, editing. Students will also analyze audience/purpose, use elements of research, format documents using standard guidelines, and develop critical reading skills. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 75; OR ACT Rdg score greater/equal to 16 AND Eng greater/equal to 18; OR preparatory courses-contact academic advisor at 920-498-5444)

10-196-193 HUMAN RESOURCE MANAGEMENT ...impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, training and development, performance management, counseling and discipline, compensation, benefits, and global human resources.

10-103-131 MICRO: EXCEL-INTRODUCTION ...creating a worksheet, enhancing worksheet appearance, moving and copying data, using formulas and functions, creating charts and using clip art. Windows experience improves success; consider 10-103-111, Windows/Computer Basics.

10-196-164 SUPERVISORS-PERSONAL SKILLS ...time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

10-196-134 LEGAL ISSUES-SUPERVISORS ...legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.

10-804-134 MATHEMATICAL REASONING ...This course provides an alternative pathway to earning credit for a college level liberal arts mathematics course. All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. (Prerequisite: Accuplacer Arithmetic score greater/equal to 65 AND Reading score greater/equal to 50; OR ACT Math score greater/equal to 15 AND ACT Reading score greater/equal to 15; OR prep courses-contact an academic advisor 920-498-5444)

10-116-110 ORGANIZATIONAL HEALTH AND WELLNESS ...introduces the student to the concepts involved in organizational wellness programs and the impact from a financial and human asset standpoint. Learners will research wellness programs, develop proposed systems for district-based organizations, and calculate projected cost savings from the implementation of these programs. Insurance principles will also be examined by the learner.

10-196-136 SAFETY-WORKPLACE ...safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.

10-801-196 ORAL/INTERPERSONAL COMMUNICATION ...the communication process, perception and self-concept, language, listening, nonverbal communication, interpersonal relationships, communication in groups and public communication; prepare and deliver an oral presentation. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills score greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English score greater/equal to 16; OR preparatory course-contact an academic advisor at 920-498-5444)

10-103-132 MICRO: EXCEL-PART 2 ...advanced formatting techniques and functions, working with templates, collaborating with multiple Excel users, creating macros, Excel's database features and analysis tools. (Corequisite: 10-103-131, Micro: Excel-Intro)

10-116-115 LEGAL ISSUES & COMPLIANCE-ADV ...advanced legal issues compliance and recordkeeping; detailed overview and analysis of major employment laws; developing policies and procedures. Learners will analyze and practice recordkeeping and compliance with the laws in the workplace such as FMLA, ADA, EEOC, OSHA, and other current relevant employment laws. (Prerequisite: 10-196-134, Legal Issues-Supervisors)

10-809-198 INTRODUCTION TO PSYCHOLOGY ...survey of theoretical foundations of human behavior such as sensation and perception, motivation, emotions, learning, personality, psychological disorders, therapy, stress, and human diversity in personal,

social and vocational settings. (Prerequisite: Cumulative GPA of 2.6 or greater OR satisfactory reading and writing assessment scores OR 10-831-107, College Reading and Writing 1 with "B" or better OR Corequisite: 10-831-102, English Comp Prep)

10-101-184 BUSINESS FINANCE/BUDGETING ...fiscal and monetary aspects of business. Each learner will demonstrate application of business types, cycles, forecasting, budgeting, expense control, and financial statement interpretation relevant to the supervisor as a non-accountant. (Prerequisite: 10-804-134, Mathematical Reasoning)

10-105-103 CAREER PREPARATION ...create professional resume and cover letter, prepare for interviews, understand interviewing techniques, participate in a mock interview. (Prerequisites: 10-105-101, Career Planning; 10-801-136, English Composition 1)

10-809-172 INTRO TO DIVERSITY STUDIES...basic American values of justice and equality by teaching vocabulary, history of immigration/conquest, transcultural communication, legal liability, multicultural majority/minority relations, ageism, sexism, gender, sexual orientation, the disabled/ADA. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-116-111 EMPLOYEE RECRUITMENT/RETENTION ...applies the skills and tools necessary to hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be demonstrated and assessed for each learner. (Prerequisites: 10-801-136, English Composition 1; 10-196-193, Human Resource Management)

10-116-112 COMPENSATION/BENEFITS ADMIN ...applies the skills and tools necessary to design, implement and manage a compensation and benefits program as a tool for recruitment, retention and performance management of employees (Prerequisite: 10-103-131, Micro: Excel Intro)

10-809-196 INTRODUCTION TO SOCIOLOGY ...the nature and variety of groups; inequality, race and ethnicity; family, population, social integration, and change; collective behavior; politics, economics, religion, education, and the effects of technology. (Prerequisite: Accuplacer Rdg score greater/equal to 55 AND Sentence Skills greater/equal to 60; OR ACT Rdg score greater/equal to 16 AND English greater/equal to 15; OR 10-831-107, College Reading and Writing with a B or better)

10-101-106 ACCOUNTING-FOR NON-ACCOUNTANTS ...teaching non-accountants to read, analyze, and interpret financial information for making informed business decisions. This class de-emphasizes the use of debits, credits, journal entries and other accounting procedures.

10-116-113 LABOR RELATIONS & NEGOTIATIONS ...introduces the participant to the history of the labor movement and includes the legal collective bargaining processes while applying the learned skills with case studies, a mock negotiation of a realistic collective bargaining contract, and the simulation of a grievance arbitration.

10-116-114 TRAINING FOR ORGANIZATIONS ...applies the skills and tools necessary to implement the training cycle of assessment, design, implementation and evaluation. Each learner will develop and present a complete training project based upon adult learning theory and instructional design techniques.

10-116-116 HR ORGANIZATIONAL METRICS ...examine data systems and analytical techniques to gather and analyze HR metrics and how to communicate findings to drive decisions. Learn to effectively use metrics to support the organization's goals.

10-116-199 HUMAN RESOURCES CAREER EXPERIENCE ...students can select any hands on experience related to: Internship, Field Research, Service Learning, Capstone, Industry Related or International Experience. Instructor approval required. (Prerequisite: 10-105-103, Career Preparation; 10-116-111, Employee Recruitment/Retention; 10-116-115, Legal Issues & Compliance; 10-116-112, Compensation & Benefits)