

## Human Resources (10-116-1)

Associate of Applied Science  
**Effective 2026/2027**

*The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.). More detailed scheduling information for this program can be found at <https://www.gtc.edu/hr-program>. Please see your academic advisor for additional information.*

**O = Online, F=Fall, S=Spring, SU=Summer**

Term	Course Number	Credits	Course Title	Requisites (prereq- before/ coreq-with)	Notes	O
1	890-155	1	Gateway to Success (G2S)		• Students are required to take this course in their first semester of enrollment. Please see an advisor for details.	F/S/SU
1	*196-190	3	Leadership Development			F/S/SU
1	*196-191	3	Supervision			F/S/SU
1	*196-137 <b>OR</b> *196-136	3	Certified Service Specialist <b>OR</b> Safety in the Workplace			F/S/SU
1	801-136	3	English Composition 1	Prereq: 831-103 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F/S/SU
2	*196-134	3	Legal Issues for Supervisors			F/S/SU
2	*196-193	3	Human Resources Management		• Faculty have identified this milestone course as providing a strong foundation for success throughout the program.	F/S/SU
2	*196-169	3	Diversity and Change Management			F/S/SU
2	804-134	3	Mathematical Reasoning	Prereq: 854-760	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F/S/SU
3	801-196 <b>OR</b> 801-198	3	Oral/Interpersonal Communication <b>OR</b> Speech			F/S/SU
3	809-198	3	Psychology, Introduction to	Prereq: 838-105 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F/S/SU
3	*196-188	3	Project Management			F/S/SU
3	809-172	3	Diversity Studies, Introduction to	Prereq: 838-105 OR 851-757	• Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.	F/S/SU

(\*) Students must achieve a combined average of 2.0 ("C") or above for this major course to meet graduation requirements.

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4	*196-133	3	Negotiations			F/S/SU
4	*196-189	3	Team Building and Problem Solving			F/S/SU
4	*116-101	3	Compensation & Benefits	Prereq: 196-134;196-193; 804-134 OR 804-135; 801-136		F/S/SU
4	*116-102	3	Training & Development	Prereq: 196-134; 196-193		F/S/SU
5	*116-103	3	Employee Relations & Engagement	Prereq: 196-134; 196-193		F/S/SU
5	*116-104	3	Recruitment and Selection	Prereq: 196-134; 196-193		F/S/SU
5	*101-112	3	Accounting for Business			F/S/SU
5	*116-105 <b>OR</b> *116-106	3	Human Resources Capstone <b>OR</b> Human Resources Internship	Prereq: Instructor Consent		F/S/SU
<b>Minimum Program Total Credits Required: 61</b>						

(\*) Students must achieve a combined average of 2.0 ("C") or above for this major course to meet graduation requirements.

## **Human Resources (10-116-1)**

*Human Resources* is an integral component in the strategic advancement of any organization. This program will allow you the opportunity to gain new skills in specialized areas including recruitment, hiring, training and development, employee records, compensation and benefits. Students will explore employment law, occupational safety and health, equal employment opportunity, wages, healthcare, family leave and retirement plans. You will be well equipped for this rewarding and important field.

### **Program Learning Outcomes**

Graduates will be able to:

- 1 Design an organizational workforce plan.
- 2 Develop training programs.
- 3 Analyze organizational total rewards programs.
- 4 Incorporate employment law into business practices.
- 5 Apply employees relations techniques.

### **Essential Career Competencies**

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

- 1 Communication Competence
- 2 Critical Thinking and Problem Solving
- 3 Professionalism and Career Management
- 4 Teamwork and Collaboration
- 5 Cultural Competence
- 6 Technology Competence

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway for exact fee amounts. The District reserves the right to modify, cancel, or relocate course offerings in response to factors such as low enrollment, resource availability, or other relevant considerations to ensure high-quality educational experiences. Students will be notified in writing and are encouraged to meet with their Academic Advisor to adjust their academic plan.

### **Admission Requirements**

- 1 Students must submit an application and pay \$30 fee.
- 2 Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.

### **Graduation Requirements**

- 1 Minimum 61 credits with a cumulative GPA of 2.0 or above.
- 2 \*Average of 2.0 ("C") or above for these major courses.
- 3 Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or [Graduation Requirements](#).

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