



## Human Resources (10-116-1)

Associate of Applied Science

**Effective 2023/2024**

*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.).*

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

| Term | Course #  | Cr. | Course Title                                      | Requisites (prereq- before/ coreq-with)    | O      |
|------|-----------|-----|---|--|--------|
| 1    | 890-155   | 1   | Ⓞ Gateway to Success (G2S)                        |  | F/S/SU |
| 1    | *196-190  | 3   | Leadership Development <sup>2</sup>               |  | F/S/SU |
| 1    | *196-191  | 3   | Supervision                                       |  | F/S/SU |
| 1    | *196-137  | 3   | Certified Service Specialist <sup>2</sup>         |  | F/S/SU |
|      | <b>OR</b> |     | <b>OR</b>   |  |        |
|      | *196-136  |     | Safety in the Workplace <sup>2</sup>              |  |        |
| 1    | 801-136   | 3   | English Composition 1 <sup>1,2</sup>              | Prereq: 831-103 OR 831-107                 | F/S/SU |
| 2    | *196-134  | 3   | Legal Issues for Supervisors                      |  | F/S/SU |
| 2    | *196-193  | 3   | 🎓 Human Resources Management                      |  | F/S/SU |
| 2    | *196-169  | 3   | Diversity and Change Management                   |  | F/S/SU |
| 2    | 804-135   | 3   | Quantitative Reasoning <sup>1,2</sup>             | Prereq: 834-109                            | F/S/SU |
| 3    | 801-196   | 3   | Oral/Interpersonal Communication                  |  | F/S/SU |
|      | <b>OR</b> |     | <b>OR</b>   |  |        |
|      | 801-198   |     | Speech  |  |        |
| 3    | 809-198   | 3   | Psychology, Introduction to <sup>1,2</sup>        | Prereq: 838-105 OR 831-107                 | F/S/SU |
| 3    | *196-188  | 3   | Project Management                                |  | F/S/SU |
| 3    | 809-172   | 3   | Diversity Studies, Introduction to <sup>1,2</sup> | Prereq: 838-105 OR 831-107                 | F/S/SU |
| 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; 804-135; 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  | 3   | Human Resources Capstone                          | Prereq: Instructor Consent                 | F/S/SU |
|      | <b>OR</b> |     | <b>OR</b>   |  |        |
|      | *116-106  |     | Human Resources Internship                        |  |        |

**Minimum Program Total Credits Required: 61**

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.

📍 Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.

🎓 = Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.

(\*) indicates students must achieve a combined average of 2.0 ("C") or above for these major courses 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:

- Communication Competence
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- Technology Competence

## 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

- Minimum 61 credits with an average of 2.0 or above.
- \*Average of 2.0 ("C") or above for these major courses.
- 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](#).

## Notes

1. Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details.
2. A credit for prior learning assessment is available for this course. For more information, please contact [cfpl@gtc.edu](mailto:cfpl@gtc.edu).

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. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.