

# Human Resources

60-credit Associate of Applied Science  
Program Code 10-116-1

Last Updated: 10/2023

Disclaimer: The schedule of offerings may be adjusted to meet enrollment needs.

The table below displays the program's currently planned course offerings by academic term.

To review the suggested program course sequence, click on the Plan of Study tab in the WCTC catalog.

D = Daytime Offering  
E = Evening Offering  
O = Online Offering

Course #	Course Name	Fall 2023			Winter Interim 2024	Spring 2024			Summer Interim 2024	Summer 2024	Fall 2024			Winter Interim 2025	Spring 2025			Summer Interim 2025	Summer 2025	Fall 2025			Winter Interim 2026
		Term 1	Term 2	16 weeks		Term 1	Term 2	16 weeks			Term 1	Term 2	16 weeks		Term 1	Term 2	16 weeks			Term 1	Term 2	16 weeks	
196-129	Human Resource Technology	E									E									E			
106-117	Introduction to Microsoft Word	D, O	E		O	D, O	E		O	O	D, O	E		O	D, O	E		O	O	D, O	E		O
106-163	Introduction to Microsoft Excel	E, O	D, O		O	E, O	D		O	O	E, O	D, O		O	E, O	D		O	O	E, O	D, O		O
106-166	Business Presentation Software		O		O		O		O	O		O		O		O		O	O		O		O
196-123	Leading Change	E	E			E					E	E			E					E	E		
196-125	Management of Customer Service	D, E	E			D, E	D			O	D, E	E			D, E, O	D				D, E	E		
196-127	Compensation and Benefits	E				D, E					E				E					E			
196-128	Wellness & Benefit Plans	E							E		E						E			E			
196-130	Safety Management		E							O		E							O		E		
196-140	Managing People	D, E, O	D, E			D, E, O	D			E	D, E, O	D, E			D, E, O	D				D, E, O	D, E		
196-142	Federal Labor Law	E				D, E					E				D, E					E			
196-164	Recruitment and Staffing		D, E				E					D, E			E						D, E		
196-165	Employee Train and Develop		E				D, E					E			E						E		
196-190	Leadership Development	D, E	E			D, E					D, E	E			D, E						D, E	E	
196-193	Human Resource Management	D, E	E			E	E				D, E	E			E	E					D, E	E	
196-196	Human Resource Capstone		E				E					E			E						E		
801-136	English Composition 1	<a href="#">Click to view the General Studies Course Matrix for course offering details</a>																					
801-196	Oral/Interpersonal Comm																						
804-123	Math w Business Apps																						
809-172	Intro to Diversity Studies																						
809-196	Intro to Sociology																						
809-199	Psychology of Human Relations																						