



Human Resources

60-credit Associate of Applied Science Degree

www.wctc.edu/human-resources

Human resources professionals deal with the people who make an organization run. They must be good listeners, handle workplace conflict with ease, adhere to confidentiality rules and possess strong organizational skills. If you are empathetic and compassionate toward others, can be objective as well as analytical, a human resources career may be right for you.

About This Program

Human resources adds value to an organization by managing its most important resource – people. HR professionals attract, recruit and hire staff; provide details about programs and benefits; maintain employment records; and work with payroll. Explore employment law, employee training and development, compensation and benefits administration, labor relations, and wellness and safety initiatives.



Career Salaries

\$47,500 - \$83,000 annually

Salary range estimates based on wages for related occupations in Waukesha County as reported by Economic Modeling Specialists International (EMSI). Individual wages may vary based on experience, industry, location and specific job requirements.



Potential Careers

Compensation Benefits Coordinator
Training and Development Coordinator
Human Relations Payroll Assistant

What Makes This Program Unique

- Practice skills through simulated workplace projects, including the hiring process, compensation and benefits, training and development, employment law and corporate culture.
- Earn two degrees in three years by combining Human Resources with Leadership Development. Learn more about this dual degree option.
- This program uses SHRM competencies and is aligned with Jefferson County SHRM (JCHRNA) and the National Association of African American Human Resources Professionals (NAAHR-Milwaukee).



PROGRAM CODE 10-116-1

Credits

CORE COURSES

106-117	Records and Information Mgmt	3
106-162	Introduction to Microsoft Word	1
106-163	Intro to Microsoft Excel	1
106-166	Business Presentation Software	1
196-123	Leading Change	3
196-125	Management of Customer Service	3
196-127	Compensation and Benefits	3
196-128	Wellness & Benefit Plans	3
196-130	Safety Management	3
196-140	Managing People	3
196-142	Federal Labor Law	3
196-164	Recruitment and Staffing	3
196-165	Employee Train and Develop	3
196-190	Leadership Development	3
196-193	Human Resource Management	3
196-196	Human Resources Capstone	3

GENERAL STUDIES

801-136	English Composition 1	3
801-196	Oral/Interpersonal Comm	3
804-123	Math w Business Apps	3
809-172	Intro to Diversity Studies	3
809-196	Intro to Sociology	3
809-199	Psychology of Human Relations	3



WAUKESHA COUNTY TECHNICAL COLLEGE

Hands-on Higher Ed