

HUMAN RESOURCES

Human Resources Clerk

Occupational Skills Award

The Human Resources (HR) Clerk Occupational Skills Award provides foundational knowledge about workplace communication, human resource management, and the functions of selection and recruitment. The core courses have a strong focus on 1) Understanding and improving interpersonal relationships in professional and social environments by provides insights for conflict resolution and leadership and teamwork; 2) Strategies, policies, and practices that organizations use to manage their work effectively; and 3) The staffing processes and strategies used to attract, hire, and retain qualified employees within an organization. After successful completion, select courses can be applied to other degree plans within the Human Resources program.

Payroll Assistant

Certificate

The Payroll Assistant Certificate is designed to equip students with the knowledge and skills necessary in the HR or accounting function of payroll administration. The certificate plan provides a comprehensive understanding of payroll and business tax accounting, payroll processes, relevant laws and regulations, and software applications that prepare students for entry- to mid-level positions in payroll or for cross-departmental support in payroll for HR departments across various industries. Graduates from this certificate plan will be capable of handling various payroll-related tasks by offering a blend of theoretical knowledge and practical skills to thrive in this specialized field. After successful completion, select courses can be applied to other degree plans within the Human Resources program.

Recruiting Assistant

Certificate

The Recruiter Assistant Certificate is designed to prepare students for entry- to mid-level positions in an HR department's staffing office or staffing agency. This certificate plan focuses on the processes and strategies used to attract, hire, and retain qualified employees within an organization. The core courses of this plan equip students with the foundational skills and knowledge required of a recruiter when sourcing, screening, and hiring the best talent for organizations across various industries. A combination of theoretical knowledge and practical skills create opportunities for individuals seeking to start a career in human resources or be available for cross-departmental support of this specialization. After successful completion, select courses can be applied to other degree plans within the Human Resources program.

Human Resources Assistant

Certificate

The Human Resources Assistant Certificate is designed to provide students with the essential knowledge and skills required to embark on a career in the field of human resources. The comprehensive curriculum of this plan include the courses of the payroll assistant and recruiting assistant specializations within the HR program. This certificate plan covers the fundamental

principles of operational and transactional administrative orientation, policies that shape compliance and alignment with labor laws and regulations, knowledge of HR information systems, and familiarization of HR-related inquiries or general HR administrative support. Students receive a combination of theoretical knowledge with practical skills necessary for success in HR roles in organizations across various industries. After successful completion, select courses can be applied to other degree plans within the Human Resources program.

Human Resources Specialist

Associate of Applied Science

The Associate of Applied Science Human Resources Specialist is designed to provide students with current knowledge and specialized skills in the field of human resources. This degree plan goes beyond the basics, offering a more in-depth understanding of HR practices and strategies. Students pursuing this program are prepared for specialized roles that require a deeper level of expertise in areas such as payroll processes, recruitment, organizational development, compensation and benefits management, HR legal compliance, workplace investigations, HR information systems, and management and labor relations.

Students receive a combination of theoretical knowledge with practical skills necessary for success in HR roles in organizations across various industries. The degree plan includes a combination of general core courses, HR, and business-related courses. A select number of successfully completed course credits can be applied to the undergraduate Bachelor of Applied Science degree in Organizational Leadership or the Bachelor of Applied Technology degree in Operations Management, giving the student a time advantage for completion a post-graduate degree.

Program Learning Outcomes

Payroll Assistant Certificate

1. Graduates will evaluate the utility and value of information needed to manage human resources systems that capture employee data.
2. Graduates will evaluate the utility and value of information needed to manage human resources systems that capture employee data.
3. Graduates will distinguish key standards and concepts relating to U.S. employment law and regulations that affect organizational human resource functions, policies, and practices.

Recruiting Assistant Certificate

1. Graduates will recall human resources staffing activities with an emphasis on recruiting, acquiring, deploying, and retaining employees in an organization.
2. Graduates will evaluate the utility and value of information needed to manage human resources systems that capture employee data.
3. Graduates will describe the major characteristics of the field of organizational behavior by explaining individual and group behavior, and organizational processes in human resource management.

Human Resources Assistant Certificate

1. Graduates will recall human resources staffing activities with an emphasis on

recruiting, acquiring, deploying, and retaining employees in an organization.

- Graduates will practice a learning plan that applies theory, concepts, and skills involving specialized materials, tools, equipment, interactions, and procedures with the occupation of the human resources and business industry.
- Graduates will describe the major characteristics of the field of organizational behavior by explaining individual and group behavior, and organizational processes in human resource management.
- Graduates will distinguish key standards and concepts relating to U.S. employment law and regulations that affect organizational human resource functions, policies, and practices.

Human Resources Specialist Associate of Applied Science

- Graduates will recall human resources staffing activities with an emphasis on recruiting, acquiring, deploying, and retaining employees in an organization.
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Advisory Committee Members

Adrian Aguilar, Workforce Solutions
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 Blanca Sierra, SHR Consulting
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 Debbie Bocanegra, Magic Valley Electric COOP
 Isabel Torres, Spectrum
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Occupational Skills Award

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Certificates

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- Recruiting Assistant Certificate (p. 2)

Associate Degree

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Human Resource Clerk Occupational Skills Award

TSI Exempt

Course	Title	Credit Hours
Fall		
HRPO 1311	Human Relations	3
HRPO 2301	Human Resources Management	3
HRPO 2303	Employment Practices	3
Credit Hours		9
Total Credit Hours		9

Human Resources Assistant Certificate

TSI Exempt

100% Online

Course	Title	Credit Hours
Fall		
ACNT 1303	Introduction to Accounting I	3
BMGT 2303	Problem Solving and Decision Making	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2301	Human Resources Management	3
HRPO 2305	Human Resources Information Systems	3
Credit Hours		16
Spring		
HRPO 2306	Benefits and Compensation	3
HRPO 1311	Human Relations	3
HRPO 2303	Employment Practices	3
BMGT 1305	Communications in Management	3
HRPO 2307	Organizational Behavior	3
HRPO 2371	Human Resources Laws	3
HRPO 1280	Human Resources COOP	2
Credit Hours		20
Total Credit Hours		36

Payroll Assistant Certificate

TSI Exempt

100% Online

Course	Title	Credit Hours
Fall		
ACNT 1303	Introduction to Accounting I	3
ACNT 1329	Payroll and Business Tax Accounting	3
HRPO 2306	Benefits and Compensation	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2305	Human Resources Information Systems	3
HRPO 2187	Internship - Human Resources Management	1
Credit Hours		17
Total Credit Hours		17

Recruiting Assistant Certificate

TSI Exempt

100% Online

Course	Title	Credit Hours
Fall		
HRPO 2301	Human Resources Management	3
HRPO 2303	Employment Practices	3
ITSC 1409	Integrated Software Applications I	4
HRPO 2307	Organizational Behavior	3

HRPO 2305	Human Resources Information Systems	3
HRPO 1281	COOP - Human Resources Management	2
Credit Hours		18
Total Credit Hours		18

Human Resources Specialist Associate of Applied Science

TSI Liable

100% Online

Course	Title	Credit Hours
First Year		
Fall		
ENGL 1301	Composition I ¹	3
HRPO 2301	Human Resources Management	3
HRPO 2305	Human Resources Information Systems	3
BMGT 2303	Problem Solving and Decision Making	3
ACNT 1303	Introduction to Accounting I	3
Credit Hours		15
Spring		
ACNT 1329	Payroll and Business Tax Accounting	3
HRPO 1302	Human Resources Training and Development	3
SPCH 1321	Business and Professional Communication ¹	3
HRPO 1305	Management and Labor Relations	3
HRPO 2303	Employment Practices	3
Credit Hours		15
Second Year		
Fall		
Social and Behavioral Sciences Elective ¹		3
HRPO 2304	Employee Relations	3
HRPO 2371	Human Resources Laws	3
HRPO 2307	Organizational Behavior	3
Math and Natural Sciences Elective ^{1,2}		4
Credit Hours		16
Spring		
ACCT 2301 or BCIS 1305	Principles of Financial Accounting or Business Computer Applications	3
HRPO 2306	Benefits and Compensation	3
HRPO 2288	Internship - Human Resources Management	2
Humanities Elective ¹		3
Human Resources Elective		3
Select one of the following:		
HRPO 1311	Human Relations	
HRPO 2372	Risk Management	
Credit Hours		14
Total Credit Hours		60

¹ Identifies courses to fulfill minimum 15 credit hour General Education requirement

² Students must take a 4 credit hour course in order to fulfill the Math and Natural Sciences Elective.