

HUMAN RESOURCES

Human Resources Clerk

Occupational Skills Award

The Human Resources (HR) Clerk Occupational Skills Award is a recognition plan designed to acknowledge and compliment the skills and competencies demonstrated by individuals working an entry-level transactional role in an HR department. The occupational skills award aims to highlight the key knowledge that contribute to the efficient and effective functioning of the human resources department within an organization.

Payroll Assistant

Certificate

The Payroll Assistant Certificate is designed to equip students with the knowledge and skills necessary to excel in the field of payroll administration. The certificate plan provides a comprehensive understanding of payroll processes, laws and regulations, and software applications by preparing students for entry-level positions in payroll or for cross-departmental support in payroll 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. Successfully completed course credits may be applied to the Human Resources Assistant Certificate or the Human Resources Specialist Associate of Applied Science degree.

Recruiting Assistant

Certificate

The Recruiter Assistant Certificate is designed to prepare students with entry-level positions in the dynamic field of human resources with a focus on recruitment. This certificate plan equips students with the foundational skills and knowledge required to assist HR professionals in sourcing, screening, and hiring the best talent for organizations. A combination of theoretical knowledge with practical skills create a solid foundation for individuals seeking to start a career in human resources, specifically, acquiring people into organizations across various industries. Successfully completed course credits may be applied to the Human Resources Assistant Certificate or the Human Resources Specialist Associate of Applied Science degree.

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 includes the specializations of payroll assistant and recruiting assistant of the HR program. This certificate plan covers fundamental HR principles, best practices for policies and procedures, and a solid foundation of HR functions for individuals seeking to start a career in human resources. Students receive a combination of theoretical knowledge with practical skills necessary for success in HR roles. Successfully completed course credits may be applied to the Human Resources Specialist Associate of Applied Science degree.

Human Resources Specialist

Associate of Applied Science

The Associate of Applied Science Human Resources Specialist is designed to provide students with advanced 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 are equipped with advanced level expertise in key areas of human resources, allowing them to move into mid-level careers in the human resources industry.

The degree plan includes a combination of general core courses and business courses. A select number of successfully completed course credits may 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.
2. 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.
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.

4. 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

1. Graduates will recall human resources staffing activities with an emphasis on recruiting, acquiring, deploying, and retaining employees in an organization.
2. 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.
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.
4. Graduates will distinguish key standards and concepts relating to U.S. employment law and regulations that affect organizational human resource functions, policies, and practices.
5. 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.

Advisory Committee Members

Adrian Aguilar, Workforce Solutions
 Araceli De La Garza, Denso Ten America
 Claudia Olivares, ContactPoint 360
 Daisy Alviso, Wonderful Citrus
 Debbie Bocanegra, Magic Valley Electric COOP
 Isabel Torres, Spectrum
 Ruth Chapa, Wonderful Citrus
 Teshawn Leslie, PSJA ISD

Occupational Skills Award

- Human Resource Clerk Occupational Skills Award (p. 2)

Certificates

- Human Resources Assistant Certificate (p. 2)
- Payroll Assistant Certificate (p. 2)
- Recruiting Assistant Certificate (p. 2)

Associate Degree

- Human Resources Specialist Associate of Applied Science (p. 3)

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.