LAKESHORE COLLEGE

HUMAN RESOURCE ADMINISTRATION

Program Number 10-116-1
Associate Degree of Applied Science • Varies

ABOUT THE PROGRAM

The Human Resource Administration Associate Degree prepares you for a meaningful career in managing the people side of business. You will gain in-depth knowledge of employment law, organizational policies, talent development, and employee relations — all essential for creating fair, safe, and productive workplaces. If you are passionate about helping organizations thrive by supporting their most valuable asset — their people — this program offers a rewarding path. Students will learn to:

- Interpret and apply employment laws, regulations, and internal policies
- Support employee relations and conflict resolution efforts
- Develop and implement training and development initiatives
- Assist with performance management and workforce planning
- Contribute to organizational culture, safety, and compliance

This program builds on the skills developed in the Human Resources Assistant Technical Diploma and provides a more advanced foundation for professional growth or transfer to a four-year degree. Human resources continues to be a high-demand field with excellent career potential across industries.

PROGRAM OUTCOMES

- Design an organizational workforce plan.
- Develop training programs.
- Analyze organizational total rewards programs.
- Incorporate employment law into business practices.
- Apply employee relations techniques.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit lakeshore.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete the online Student Success Questionnaire.
- Complete Get Started at Lakeshore appointment.

**Submit high school transcripts, college transcripts, and test scores (optional, highly recommended). Official transcripts will be needed for transferring college credit(s) and for financial aid purposes.*

ACADEMIC PREPAREDNESS/FUTURE SEMESTER ENROLLMENT STEPS

If applicable, complete program-specific academic preparedness requirements and enrollment steps prior to enrolling in occupational or core courses. Students will be notified if there is a program waitlist. View the college's program webpage for details: https://lakeshore.edu/programs-and-courses/career-areas/business-management-administration/human-resource-administration.

APPROXIMATE COSTS

$157.45 per credit tuition (WI resident) plus $9.45 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit https://lakeshore.edu/paying-for-college/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid. Visit lakeshore.edu/Financial-Aid or talk with your College Recruiter about how to apply for aid.

SPECIAL NOTE

Accelerate your learning, earn credit for what you know, and get personalized support to reach your goals. The full CBE definition may be found at lakeshore.edu/CBE.

CONTACT

Lakeshore College Recruiter
920.693.1366 • Recruitment@lakeshore.edu

Catalog No.	Class Title	Credit(s)
	Term 1	
10103121	Excel - Level 1*	1
10103191	Word - Level 1*	1
10103161	PowerPoint - Level 1*	1
10196193	Human Resource Management*	3
10449114	Safety in the Workplace*	3
10116105	Recruitment & Retention of Employees*	3
10801136	English Composition 1	3
		15
	Term 2	
10196189	Teambuilding and Problem Solving*	3
10101106	Payroll Applications*	2
10116103	Training for Organizations*	3
10116125	Human Resources Employment Law*	3
10116127	HR Technology*	2
10809198	Introduction to Psychology	3
		16
	Term 3	
10116102	Compensation and Benefits Administration*	3
10116107	Labor Relations and Negotiations*	2
10116109	Career Planning & Networking*	1
10801196	Oral/Interpersonal Communication	3
10804189	Introductory Statistics	3
10809144	Macroeconomics	3
		15
	Term 4	
10116222	Organizational Development*	3
10101155	Accounting for Professionals*	3
10116106	Internship-Human Resources* OR 10116128 HR Studies (3 cr) OR 10138101 Intro-Global Business* (3 cr)	3
10116221	Strategic Performance Management*	2
10809172	Introduction to Diversity Studies	3
		14
		TOTAL 60

*CBE delivery only

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your Academic Counselor for details. The tuition and fees are approximate based on 2026-2027 rates and are subject to change prior to the start of the academic year.

REAL EXPERIENCE FOR THE REAL WORLD

2026-27

LAKESHORE COLLEGE

ACCOUNTING FOR PROFESSIONALS...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.

CAREER PLANNING & NETWORKING...focuses on the process of researching and pursuing professional career opportunities. Students will develop resume and cover letter documentation to accurately reflect personal, academic, and professional accomplishments and the connection that these elements have to various positions with employers. Interviewing skills will be a significant aspect of this experience with a focus on interviews for potential internship opportunities.

COMPENSATION AND BENEFITS ADMINISTRATION...applies the skills and tools necessary to design, implement and manage a compensation and benefits program as a tool for recruitment, retention and performance management of employees.

ENGLISH COMPOSITION 1…is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents. Discuss reading and writing academic course support with your Counselor.

EXCEL - LEVEL 1…introduces the student to spreadsheet features such as creating, saving, editing, navigating, formatting worksheets; entering formulas and functions; working with charts; and developing multiple-sheet workbooks.

HR TECHNOLOGY...introduces the learner to the ever-increasing use of technology in the human resource function and prepares the learner for a human resource administrative role by providing the application of human resource problem solving using a HRIS (Human Resource Information System) to complete case studies.

HUMAN RESOURCE MANAGEMENT...applies the skills/tools necessary to effectively value and apply employees' abilities and needs to organization goals. Learners will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies/procedures, training, performance management, employee counseling/development, and effective use of compensation and benefit strategies.

HUMAN RESOURCES EMPLOYMENT LAW…prepares the learner to examine the systems of government in the United States as it pertains to human resource laws. Learners will learn the laws that govern the human resource field and will survey the current legal environment in the United States. This course will assist the learner in demonstrating the legal application of the human resource role as it impacts the employee selection process; analyzing discrimination issues and harassment claims; and understanding workplace privacy issues.

INTERNSHIP-HUMAN RESOURCES...requires students to complete 72 to 216 hours (1 to 3 credits) of performing work in a business/industrial service setting related to their Human Resource program objectives. Students are responsible for seeking and obtaining the internship workstation position. Course requirements include maintaining a log of work activities, identifying and receiving approval from the job supervisor and instructor, and completing a work-related project. Students meet periodically at Lakeshore. CONDITION: Verification of eligibility by instructor (contact HR instructor).

INTRODUCTION TO DIVERSITY STUDIES...introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. Discuss reading academic course support with your Counselor

INTRODUCTION TO PSYCHOLOGY...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. Discuss reading academic course support with your Counselor.

INTRODUCTORY STATISTICS…prepares students to display data with graphs, describe distributions with numbers perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Discuss math and reading academic course support with your Counselor.

LABOR RELATIONS AND NEGOTIATIONS…introduces the participant to the history of the labor movement and the uniqueness of the Human Resources department in a union workplace by applying the learned skills with case studies. This course also applies the learnings about labor relations to help students understand the legal collective bargaining processes, labor negotiations, and grievance arbitration.

MACROECONOMICS...is an introductory course. Basic social choices regarding economic systems, basic economic aggregates, fiscal policy, the banking system, monetary policy, and international trade are the principle topics discussed in the course. Balance is drawn between theory, analysis, and a critique of the institutions that characterize modern mixed-capitalist economies. Conflicting social goals, economic constraints, and environmental concerns provide the framework through which the macroeconomy is analyzed. Discuss reading academic course support with your Counselor.

ORAL/INTERPERSONAL COMMUNICATION...provides students with the skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. Discuss reading academic course support with your Counselor.

ORGANIZATIONAL DEVELOPMENT…teaches how organizational development ties with employee development and retention by introducing strategies to provide employees the opportunity to learn and grow in their careers. This course studies ethical behavior and is designed to help students develop their ability to express their ethical positions. Students will walk through the role of a human resources business partner in a changing organization and will learn models, process, the research, and application of change management.

PAYROLL APPLICATIONS...introduces students to federal and state payroll laws; calculations for gross and net income; prepare payroll deductions; and maintain payroll records.

POWERPOINT - LEVEL 1…introduces the student to the program by planning and creating a presentation, adding media and special effects, and applying advanced formatting to objects.

RECRUITMENT & RETENTION OF EMPLOYEES...applies the skills and tools necessary to recruit, select, hire and retain qualified employees. Legal issues, testing, screening, interviewing, selecting and negotiating techniques will be covered, along with understanding the makeup of today's workforce, predicting and preventing turnover, and creating a loyal and committed workforce.

SAFETY IN THE WORKPLACE…applies the skills and tools necessary to provide a safe and secure work environment. Each learner will demonstrate the application of safety awareness, federal/state/local compliance, incident investigation and documentation, human relations techniques, safety orientation, inspections, and risk analysis, issues of workplace violence, substance abuse, and health hazards, first aid and CPR, fire and electrical safety, emergency preparedness, and liaison with external agencies.

STRATEGIC PERFORMANCE MANAGEMENT...teaches understanding that the basic intent of employee discipline should be correction and retention. This course aims to teach the steps involved in a progressive disciplinary process and provide the techniques to enhance an employee's performance and overall development.

TEAMBUILDING AND PROBLEM SOLVING...applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

TRAINING FOR ORGANIZATIONS...applies the skills and tools necessary to implement the training cycle of assessment, design, develop, implement and evaluate. Each learner will develop and present a complete training project based upon adult learning theory and instructional design techniques.

WORD - LEVEL 1…introduces the student to word processing features such as creating, saving, editing, navigating, and formatting the content of multi-page documents.

LAKESHORE COLLEGE DOES NOT DISCRIMINATE AGAINST PROTECTED CLASSES, INCLUDING BUT NOT LIMITED TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, OR GENDER – INCLUDING SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, DISABILITY OR AGE IN EMPLOYMENT, ADMISSIONS, OR ITS PROGRAMS OR ACTIVITIES. TO HANDLE INQUIRIES REGARDING LAKESHORE'S NONDISCRIMINATION POLICIES, CONTACT VICE PRESIDENT OF STUDENT AFFAIRS (STUDENTS) 920.693.1858, TANYA.BOMAN@LAKESHORE.EDU / HUMAN RESOURCES AND BENEFITS MANAGER (STAFF/OTHERS) 920.693.1163, DEBBIE.SOSNOSKY@LAKESHORE.EDU. 1290 NORTH AVENUE, CLEVELAND, WI 53015. TTY 711 LAKESHORE.EDU/EQUAL-OPPORTUNITY-STATEMENT