

**Fall 2024 Schedules (2024-2025 Curriculum)**

All CBE (Competency Based Education) Classes are Online

**Lab Availability:** Amy Olson's Lab hours: **Tuesday** 8:00 a.m. - 3:00 p.m., **Wednesday** 8:00 a.m. - 4:00 p.m.

Students generally need 32 hours to complete 1 credit/competency.

**Human Resource Administration (Associate Degree 10-116-1)**

- Human Resources Assistant (●=Classes also in the Embedded Technical Diploma 31-116-1)

Course Title	Credit Value	Catalog Number	Start Dates (Use "Find A Class" to find section numbers)			
			08/26-12-13	09/09-12/13	10/14-12/13	11/11-12/13
<b>Term 1</b>						
• Excel - Level 1	1	10103121	Use "Find a Class" to find multiple course offerings.			
• Word - Level 1	1	10103191	Use "Find a Class" to find multiple course offerings.			
• PowerPoint - Level 1	1	10103161	Use "Find a Class" to find multiple course offerings.			
• Human Resource Management	3	10196193	60913	60914		
• Safety in the Workplace	3	10449114	60927	60928		
• Recruitment & Retention of Employees	3	10116105	60915	60916		
• English Composition 1	3	10801136	Use "Find a Class" to find multiple course offerings.			
<b>Total:</b>			<b>15</b>			
<b>Term 2</b>						
• Teambuilding and Problem Solving	3	10196189	60905	60906		
• Payroll Applications	2	10101106	40512			
• Training for Organizations	3	10116103	24007	24008		
• Human Resources Employment Law	3	10116125	24009	24010		
• HR Technology	2	10116127	24011	24012	24013	
• Introduction to Psychology	3	10809198	Use "Find a Class" to find multiple course offerings.			
<b>Total</b>			<b>37</b>			
<b>Term 3</b>						
Compensation and Benefits Administration	3	10116222	60917	60918		
Labor Relations and Negotiations	2	10116107	60919	60920		
Career Planning & Networking	1	10116109	60921	60922	60923	60924
Oral/Interpersonal Communication	3	10801196	Use "Find a Class" to find multiple course offerings.			
Introductory Statistics	3	10804189	Use "Find a Class" to find multiple course offerings.			
Macroeconomics	3	10809144	Use "Find a Class" to find multiple course offerings.			
<b>Total</b>			<b>15</b>			
<b>Term 4</b>						
Organizational Development	3	10116222	24014	24015		
Accounting for Professionals	3	10101155	60925	60926		
Internship - Human Resources OR	3	10116106	24016			
HR Studies OR		10116128	24017	24018		
Intro-Global Business		10138101	23967	23968		
Strategic Performance Management	2	10116221	24019	24020	24021	
Introduction to Diversity Studies	3	10809172	Use "Find a Class" to find multiple course offerings.			
<b>Total</b>			<b>14</b>			

**Program Total 60**