

Sample Course Schedule for a 2-Year,
Full-Time Course of Study

Human Resource Management

Associate in Applied Science (A.A.S.) & Certificate

Year 1, Fall

HR 101 Introduction to Human Resources	3 credits
HR 105 Recruitment, Selection & Ethics	3 credits
BU101 Intro. to Contemporary Business	3 credits
BU 106 Business Communications	3 credits
BU 132 Information Technology I	3 credits
GS 100 or GS 102 College Seminar or College Success	1/3 credits

Year 1, Spring

HR 205 PHR Preparation & Review	3 credits
HR 210 Workplace Learning and Performance	3 credits
HR 215 Employee and Labor Relations	3 credits
HR 220 Benefits and Compensation	3 credits
BU 201 Business Law	3 credits
BU 274 Seminar & Internship	4 credits

A Human Resource certificate student will have the option of also receiving an Associate's Degree. Listed below are the additional courses for the degree – a student may take these in any order.

Year 2, Fall

EN 101 or EN 200 English Composition or Advanced Composition	3 credits
Humanities Elective	3 credits
Literature Elective	3 credits
Philosophy/Religious Studies Elective	3 credits
Philosophy/Religious Studies Elective	3 credits

Year 2, Spring

Social Science Elective	3 credits
Social Science Elective	3 credits
Natural Science Elective	3/4 credits
Math 107 or Higher	3/4 credits
Natural Science Elective	3/4 credits

Trocaire College Mission

Trocaire College, a private career-oriented Catholic College, in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity and self-worth through education in a variety of professions and in the liberal arts.

Trocaire College provides lifelong learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

Contact

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"I am Trocaire"

 RUSSELL J. SALVATORE
School of Hospitality & Business
Trocaire College

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Human Resource Management

The human resource management profession is one of the most challenging in today's business world and an excellent career choice for those who are skilled in working with others. Human resource professionals must constantly upgrade their skills to keep current on changing legislation and court rulings in the areas of occupational health and safety, equal employment, labor relations, employee benefits and performance management.

Trocaire's Human Resource Management program is designed to help you advance your HR career if you are already in the field, or to give you a solid background if you are just entering the HR field. Earn a certificate, and then have the option of also completing an associate's degree. Due to the nature of the program, a student may only enroll in the associate degree HR program after the certificate is earned, not concurrently.

The Human Resource Management program will prepare you...

- To be employed as an entry-level Human Resource assistant or manager for small companies
- For active participation in the Human Resource profession as leaders and/or mentors
- To develop an interest in lifelong learning that will enable graduates to meet the challenging needs of the industry

Skills You Will Learn

Upon completion of the human resource program, you should be able to develop and implement employee training programs, develop and administer employee payroll and benefits packages, have a knowledge of labor laws and regulations, enforce employee safety measures and maintain a safe work environment, and more.

A Career in Human Resource Management

According to the Bureau of Labor Statistics, overall employment in the human resources field is projected to grow by 22% between 2008 and 2018, much faster than average for all occupations. An increased demand for human resources, training, and labor relations experts will be due to legislation requiring an increasing level of employee benefits, the rising costs of healthcare and the growing number of healthcare coverage options.

Typical Job Titles

- Human Resource Generalist
- Human Resource Office Assistant/ Administrative Assistant
- Recruiter
- Compensation Assistant
- Diversity Coordinator
- Employee Relations Advisor
- Work/Life Coordinator

Financial Aid

Trocaire College awards financial aid in accordance with New York State and Federal Regulations. The majority of students at Trocaire receive some form of financial aid such as scholarships, grants, loans or employment. The two major sources are the Federal Pell Program and the State Tuition Assistance Program (TAP). To apply for Financial Aid, complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Curriculum

The Human Resource Management program includes 65 credit hours of coursework over two years for the associate degree program; 35 credits for the certificate program. The program is available on a full- or part-time basis and the specialized human resource courses are offered in the evening. The course selection is a mix of core college requirements and specially selected courses

in business – giving you the skills you need to succeed in the business world. Classes will be offered at the Russell J. Salvatore School of Hospitality & Business located in Lancaster, NY.

An internship opportunity will be provided with a local business, creating a hands-on workplace experience.

