Associate in Applied Science
Human Resource Assistant (HRA) D245

The Human Resource Assistant program prepares and trains students for entry-level positions in a human resource department. The program is designed to assist and lead human resource functions in business, industry, government and nonprofit organizations. Coursework will lead students to explore how HR professionals develop and attract employees, handle disputes, conduct discipline and work with a variety of people in an array of work settings.

Students will learn how to apply skills, knowledge, and abilities in core human resource functions such as human resource information systems, record keeping, compensation and benefits administration, and staffing procedures in an organization. Graduates will be able to effectively manage issues such as compensation and benefits, perform employee training, manage staffing, understand labor relations, and organizational communications.

Human Resource Assistant (HRA) D245

**First Semester**
- ACC 1101  Applied Accounting  4
- BUS 1101  Introduction to Business  3
- DAP 1201  Business Computer Systems  3
- ENG 1111  Composition I  3
  or
- ENG 1201  Communications  3
- SPE 1101  Fundamentals of Effective Speaking  3
  or
- SPE 1111  Interpersonal Communications  3

**Total Hours** 16

**Second Semester**
- BMG 2103  Business Statistics  3
- BMK 2101  Principles of Marketing  3
- BUS 2201  Principles of Management  3
- DAP 1236  Keyboarding Essentials  3
- DAP 1237  Presentation and Promotion  3
- ENG 1121  Composition and Analysis  3
  or
- ENG 1212  Technical Writing  3

**Total Hours** 18

**Third Semester**
- ACC 2101  Financial Accounting  4
- BMG 2204  Human Resource Management  3
- BUS 2205  Legal and Ethical HR Issues  3
- ECN 2101  Principles of Macroeconomics  3
- PSY 1101  General Psychology I  3

**Fourth Semester**
- ACC 2102  Managerial Accounting  4
- BUS 2206  Development and Training  3
- BUS 2207  HR Assistant Internship  2
- BUS 2208  Performance Management  3
- CIS 1286  Database  V3

**Total Hours** 15

**Total Hours** 65

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.iecc.edu/consumer/.

Olney Central College

www.iecc.edu/occ

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

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The Office Administration degree prepares students for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively.

This program is designed to provide graduates with skills in business principles, office procedures, software applications and communication needed for a career in office management or office administration. This includes proficiency in using office technology, creating presentations, developing databases, designing newsletters, setting up telephone and web conferences and creating spreadsheets. Students will learn the technical and interpersonal skills that will make them key players in day to day operations. Students will study the current Microsoft Office applications including word processing, spreadsheets, databases, desktop publishing, and other communications technologies, allowing them to develop skills that will move them to the top of an organization’s must-hire list. Students will also take the Microsoft certification exams in Word, Excel, and Access; as an option, students may also test in Outlook and PowerPoint. This program is offered online.