



ASSOCIATE OF APPLIED SCIENCE

# BUSINESS ADMINISTRATION & HUMAN RESOURCE MANAGEMENT

**KNOW THE WHY...MASTER THE HOW.**



**ALASKA CAREER COLLEGE**

*Life Changing Career Training for over 30 Years!*

People are the greatest asset of any business. The fact that over half a million human resource professionals are currently employed in the United States demonstrates the widespread need for qualified people to fill the many career positions available. Human resource professionals held about 500,000 jobs in 2012, ranking this among the largest occupations in the U.S. economy. The U.S. Department of Labor Occupational Handbook states that from the period of 2012 to 2022, employment is projected to increase by over 13,000 jobs or 13 percent, which is in line with the average for all occupations. Human resource professionals will also be needed to ensure that firms adhere to changing, complex employment laws regarding occupational safety and health, equal employment opportunity, healthcare, wages, and retirement plans. For example, adoption of the Affordable Care Act may spur the need to hire more managers to help implement this program (Bureau of Labor Statistics, 2014).

***Learn More About This Program...***

**CALL NOW! 907.563.7575**

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## **EARN CERTIFICATIONS**

Associate of Applied Science Degree

Microsoft Office Specialist (MOS)

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Microsoft Access

Microsoft Outlook

Quickbooks

Thought Patterns for Successful Careers

## **EMPLOYMENT OPPORTUNITIES**

Employment Law Professional

Training & Development Coach

Training Program Development  
Assistant

Compensation & Benefits Specialist

HR Recruiter

Labor and Union Specialist

HR Analyst Assistant

# BUSINESS ADMINISTRATION & HUMAN RESOURCE MANAGEMENT

## Specialized Courses

- Professional Business Externship
- Microsoft Office: Word, Excel, PowerPoint, Access, Outlook, Internet Explorer
- QuickBooks/QuickBooks Pro and Business Accounting
- Business Law and Contemporary Communication
- Website Development

## Core Computer Skills

- Operating Microsoft Windows
- Create, Edit and Manipulate Spreadsheets, Charts and Lists
- Use Functions, Formulas, Charts, Data Forms, Autofilters, What-If-Analysis and Macros
- Work With Multiple Worksheets and Workbooks
- Consolidate Data and Manage Templates
- QuickBooks Accounting and Payroll
- Automated scheduling, Time and Task Management
- Internet Access and Communication

## Added Values

- HP Laptop
- Microsoft Office Suite— Word, Excel, Powerpoint, Access, and Outlook
- Online Classes Available

## Advanced Computer Skills

- Defining Databases, Creating Tables to Add, Modify, Sort, Search and Print Records
- Create Databases, Import and Export Data
- Designing and Creating Quality Presentations
- Work With Spreadsheet Pivot Tables, Document Integration and Hyperlinks. Perform Queries
- Conduct and document internet research
- Electronic payroll and accounting processing

## Services and Resources

- Nationwide Job Placement Assistance
- Job Ready Practicum/Externship
- Professional Portfolio, Resumes, and Job Search Organizer
- Participation in Trade Associations and Professional Organizations
- Campus-wide Wi-Fi
- Thought Patterns for a Successful Career Course

## Business Competencies

- Entrepreneurial Fundamentals
- Professional Communications
- Supervision and Leadership
- Human Resource Information System Operation
- Employment Law & Ethics
- Management
- Economic Impacts
- Customer Service and Employee Relations
- Employment Law
- Employee Training & Development
- Employee Compensation & Benefits
- Employee Recruitment & Selection
- Union Processes & Labor Relations
- Human Resource management