FRANCIS TUTTLE’S GUIDE TO THE HUMAN RESOURCES ASSISTANT MAJOR
Are you approaching the end of high school and unsure of the next step? Are you stuck in a dead-end job and looking for career advancement? The human resources assistant major at Francis Tuttle might be the right program to jump-start the next stage of your professional life. Earning a certificate as a human resources assistant can take as little as eight months. A certificate—and the job resources provided by Francis Tuttle—will give you a competitive edge landing an entry-level office position that has potential for significant growth. The flexibility and affordability of the program at Francis Tuttle have made it attractive to career-seekers in different stages of their lives.

WHAT IS “HUMAN RESOURCES MANAGEMENT”?

“Human resources” is a business term for the people who work for a company or organization. Most medium and large businesses have a department devoted to managing everything related to employment at the business: hiring, compensation, benefits, and labor relations.

More specifically, human resource professionals:

- Plan and staff departments within the company
- Coordinate and manage staff salaries
• Track employee attendance and performance
• Establish systems of rewards, such as bonuses
• Manage the workplace environment, ensuring that labor laws and workplace environment laws are upheld
• Mediate conflicts between employees, or between employees and management
• Conduct performance reviews
• Keep employment records
• Choose and administer benefit programs, such as health insurance, life insurance, and retirement

Every company with employees has human resource issues that need to be managed. Generally small companies farm out different tasks to different departments; the head of a department at a small business, for example, might be in charge of hiring, performance reviews, and compensation within that department. Many medium-sized businesses, however, find it more efficient to have a department dedicated to human resources. Even relatively small companies might employ one human resources professional to manage payroll and benefits. The larger the company, the more people it will need to employ to manage human resources.

THE BENEFITS OF BEGINNING A CAREER IN HUMAN RESOURCES

Because an HR department coordinates so many different elements of employment, there is significant opportunity for job advancement. A payroll manager might have started as an administrative assistant, have been promoted to a human resources assistant, and then to a payroll assistant, before reaching her current position. Unlike many other entry-level positions, an assistant in human resources will interact with professionals in a variety of areas and will therefore gain some knowledge of all areas of human resources.

The skills acquired in human resources are also portable. The software a compensation manager uses in a tech company will be similar to what is used in a company that produces farm equipment, food services or lifeboats. If one industry in an area declines, the experienced human resources professional can take his skills to a company in a different industry.

WHAT IS IT LIKE TO WORK IN HUMAN RESOURCES?

Human resources is usually a traditional “9 to 5” office job. It requires a high level of organization, significant computer skills and the ability to work with others. Human resource professionals communicate with applicants, current
employees, and department heads through email or on the telephone; they create, manage, and file employee records; they may meet with applicants or current employees to discuss compensation or benefits.

An effective HR assistant needs:

- Strong computer skills. Records are created and kept online, so human resources professionals need to be comfortable typing and filling out forms online.

- The ability to stay organized. Human resources professionals need to make sure that forms are filled out correctly and that records are kept up-to-date and in the right place.

- An ability to keep information confidential. This profession gives access to significant kinds of private information. Assistants may be filing an employee’s performance report, typing up comments on a potential hire’s application, or fielding questions about specific health care benefits, such as mental health or maternity benefits. The HR department keeps records detailing employees’ salaries and bonuses. Companies depend on this information remaining confidential.

- Motivation to help people solve their problems. Human resource professionals interact with people all day long, receiving inquiries about and applications for openings at the company; meeting with vendors who provide benefit services; and advising supervisors on compliance with labor laws. An ability to interact well with other people and a desire to help them are key attributes of this profession.

- An ability to understand and explain complex systems. Employees will come to the HR department to have their questions about health insurance or retirement benefits answered. If you can understand and communicate complex information, you will be a valuable asset in an HR department!

- Ability to work on multiple project and tasks. The HR department handles many different aspects of employment. Human resource professionals will be juggling a variety of different projects at once.

Because of the many different responsibilities, human resources can be a challenging field, but it offers some significant benefits:

- The opportunity for advancement. HR departments at large companies employ many people, professionals who specialize in just one of the HR tasks. Given the demands of the job, an employee who delivers high quality work as an assistant is likely to be promoted.

- The satisfaction of working with and helping people

- The opportunity to play a role in a business’s success. Hiring, managing, promoting and rewarding good people are central to the success of any business. HR personnel have the satisfaction of knowing they are key to the business’s success.
• A stable career field. Businesses will always need people to administer their workforce. If a company shifts its focus, some employees in technical fields may lose their jobs, but the company will always need an HR department to manage the current personnel. If a HR professional moves, the knowledge and skills he or she has will be attractive to new employers.

• Regular hours. For parents or older workers, an attractive feature of becoming a human resources professional is the regular business hours.

WHAT KIND OF TRAINING DO I NEED TO BEGIN IN THIS CAREER?

Many people simply don’t have the time or money to delay employment for four years as they earn a college degree. For them, pursuing a human resources assistant major at Francis Tuttle can be an excellent way to gain entrance into a rewarding, well-paid career.

While high-level positions in human resources may require a bachelor’s degree, a human resources assistant doesn’t need a four-year college degree. Employers are, however, looking for applicants to have knowledge of the role of human resources, familiarity with the office environment, and facility with common computer software programs.

The human resources assistant major at Francis Tuttle provides students with the knowledge and skills to be effective assistants. The certificate distinguishes a Francis Tuttle graduate from other applicants who have only a high school diploma. But because the program takes just a year, it is an efficient way to enter the workforce and achieve your career goals quickly.

THE HUMAN RESOURCES ASSISTANT CAREER-TRAINING PROGRAM AT FRANCIS TUTTLE

Ready to start your career as a human resources assistant? The Francis Tuttle Human Resources Assistant Major accepts high school juniors and seniors, as well as adults. Some students are at the beginning of their careers; others want to shift from a dead-end job to one that offers them opportunity for advancement. After less than a year of full-time study, at a very reasonable cost, students will graduate with a certificate of human resources assistant.

In addition to the certificate, Francis Tuttle offers students the chance to make important professional contacts through the program. Students will be guided through every step of getting a job, from putting together a resume and portfolio to the chance to hone their self-presentation through mock interviews. Seventy-five percent of the program’s graduates from 2012-2013 found jobs.

Schedule

At Francis Tuttle, we are committed to making the program work for you. Students can attend the program on a full-time or part-time basis. Attending the program full-time, a student can earn a degree in only eight months. Full-time students attend two sessions each weekday: 8 to 10:55 a.m. and 12:30 to 3:25 p.m. The schedule allows parents to get home to care for school-age children or for workers to fit in an evening shift. Part-time students attend either the morning or the afternoon session and can complete the program in 16 months, just
a little over a year. Because instructors recognize the time constraints students face, all work is completed during class hours—there’s no homework.

We recognize that many of our students have important responsibilities outside the classroom. The program allows 16 absences for full-time students, that is eight days of missed classes. If you have a family emergency, which will take you away from the classroom for longer, you can withdraw. We will work with you to make sure that you can rejoin the program when you’re ready.

**The program**

The program at Francis Tuttle Technology Center stays current with the help of an advisory committee of experienced HR professionals. Instructors and curriculum designers work closely with these advisers to ensure that the coursework contains the most up-to-date information and the most in-demand skills. The HR advisors also serve as professional networks for Francis Tuttle graduates, often alerting instructors to job openings in their departments.

The course of study includes:

- Office administrative functions
- Human resources concepts—unique to the HR assistant program:
  - Employee training
  - Salary, bonuses, and benefits
  - Managing the workplace environment
  - Employee relations
  - Employee law
  - The hiring and firing processes
- Human resources information systems
  - Database management

This career major at Francis Tuttle is designed to meet students where they are and jump-start their office career; every aspect of the program is created towards that end. We start by modeling the program on an office job:

- Classrooms contain the same type of workstations, file cabinets, and computers that students will encounter in the workplace
- All work is done onsite. There’s no need to struggle to find time to fit in homework.
• Monthly professional enrichment programs include speakers who address topics such as how to get and keep a job and personal financial planning.

• Office visits. Nothing prepares you better for an office job than real-life experiences. The program at Francis Tuttle includes visiting real HR offices.

• The program includes a course on “job readiness” in which you learn to search for a job, create a resume and prepare for an interview.

The portfolio advantage
You will graduate from Francis Tuttle, not just with a certificate, but also with a portfolio of work you have produced that you can show prospective employers. The portfolio includes documents you’ve created in some of the most common software programs found in offices. The portfolio, even more than a resume, showcases the skills you’ve acquired throughout the program and shows you’re ready to step into a job.

The advantages of a public institution
Because Francis Tuttle is a public institution, its cost is very reasonable. The total cost for the major for in-state students is $1,935. This includes the job-readiness class, and the preparation of a resume and portfolio.

Furthermore, if you decide at a later time to pursue a higher degree, such as an associate’s degree, the credits from work at Francis Tuttle will transfer to Oklahoma City Community College.

NEXT STEPS
Human resources is a rewarding and well-paid profession, with significant job advancement opportunities. According to the Bureau of Labor Statistics, the median salary for human resource assistants is $18.12 per hour or $37,680 per year. The median salary for a human resources manager is $99,720.

If you’re ready to begin qualifying yourself for a career in human resources, Francis Tuttle offers an affordable, program that will give you the knowledge, real-world skills, and professional network to help you land your first position. For more information or to register, call 405-717-4900 to speak with a Francis Tuttle admissions representative.
RELEVANT TRAINING
Business and industry advisory groups provide input regarding the type of training and skills we teach to ensure you’re more employable when your training is completed.

PREPARATION FOR CERTIFICATION EXAMS
Many of our career majors provide training to help you prepare for certification exams. These certifications prove to industry that you have the skills employers want. You will be able to walk into any organization ready to work, immediately proving your value.

THE FINEST FACILITIES & EQUIPMENT
At Francis Tuttle, you’ll find tools, training and equipment that replicate those used in the workforce.

COLLEGE CREDIT AVAILABLE IN MANY PROGRAMS*
While completing coursework at Francis Tuttle, you can earn college credit for an Associate of Applied Science degree with Oklahoma City Community College, Oklahoma State University- Oklahoma City or Oklahoma State University-Institute of Technology. College credit is available for the majority of Francis Tuttle's career majors.

INDIVIDUAL, PROGRESS-BASED INSTRUCTION
Francis Tuttle’s instruction is individualized and delivered through the use of Learning Activity Packets (LAPs) that include different approaches to meet different learning styles.

ACCELERATED TRAINING TIME
Compared to other educational institutions, you can complete your program more rapidly, sometimes in as little as four months. Our progress-based instructional system helps you move through career majors as quickly as you choose to.

HIGHLY-QUALIFIED INSTRUCTORS COMMITTED TO STUDENT ACHIEVEMENT
Francis Tuttle has full-time instructors committed to student achievement. Most have practiced or worked in the field in which they teach, thus allowing them to provide real-world training to help you achieve your goals.

FLEXIBLE ENROLLMENT & START DATES
Francis Tuttle has many opportunities for you to enroll and start in your chosen career. ** We are able to provide open-entry enrollment because of our progress-based instruction. Full-time students attend weekdays from 8:00-10:55 a.m. and 12:30-3:25 p.m. Part-time students may attend either the morning, afternoon or evening session, depending on your career major.

**Dental Assisting has one start date per school year for students attending full-time.

AFFORDABLE TUITION
Francis Tuttle offers affordable tuition rates. Payment plans and tuition assistance are available for students who qualify.

- Tuition is $2.00 per clock hour times the number of hours in the career major.
- Tuition rates for out-of-state students are double normal tuition.

To learn more about the tuition policy please visit francistuttle.edu/admissions.

These rates do not include textbooks or other materials that may be required for your chosen career major.

FINANCIAL AID & SCHOLARSHIPS
Financial aid and scholarships are available for students who qualify. Aid programs include Federal Pell Grant, Federal Work-Study, Federal SEOG, and OTAG.

EMPLOYMENT ASSISTANCE
Francis Tuttle will help you with résumé writing, interview preparation and job search tips. Your instructor will also aid you by providing information about employment opportunities upon successful completion of your training.

THREE CAMPUS TO SERVE YOU:

- Portland Campus
  N.W. 150th & Portland
- Reno Campus
  Reno & Rockwell
- Rockwell Campus
  N.W. 122nd & Rockwell

*College credit is made possible through an Alliance Agreement between the colleges and Francis Tuttle Technology Center.