



HUMAN RESOURCES ACADEMIC PLANNER

Associate of Applied Science Degree: 10-196-4

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2012-2013

5/2/2012

Program Advisor: _____

Entrance Assessment Scores		ACT	Accuplacer
Assessment Areas			
English/Sentence Skills		16	76
Reading/Reading Comprehension		16	67
Math/Arithmetic		16	64

✓	T/G	Course		Title	Hours / Week			Total		Prerequisites and/or Corequisites	Typically Offered			Comments		
		Subj	Num		Lec	Lab	Other	Hours	Credits		S	F	SP			
Institutional Requirements																
		890	125	Student Success - take 1st term							x	x	x			
		103	159	Computer Literacy - Advanced Standing or take 1st term							x	x	x			
		890	130	Career Development - take 3rd term							x	x	x			
Term 1																
New Program Students: Attend New Student Orientation and your Priority Registration Session																
	T	102	110	Introduction to Business			3		54	3		x	x	x		
	T	102	130	Introduction to Human Resources			3		54	3	Completion of or concurrent enrollment in 102-110 Introduction to Business		x	x	x	
	T	102	135	Business Technology and Innovation			3		54	3		x	x			
	T	196	189	Team Building and Problem Solving			3		54	3		x	x	x		
	G	801	195	Written Communication			3		54	3		x	x	x		
	G	801	196	Oral and Interpersonal Communications			3		54	3		x	x	x		
		Total 1st Term Credits							18							
Term 2																
	T	101	141	Payroll Accounting			3			3						
	T	102	120	Principles of Management			3		54	3	Completion of or concurrent enrollment in 102-110 Introduction to Business			x	x	
	T	196	136	Safety in the Workplace			3		54	3		x	x	x		
	T	196	164	Personal Skills for the Workplace			3		54	3		x	x	x		
	T	196	194	Human Resource Recordkeeping			3		54	3	102-130 Introduction to Human Resources		x	x	x	
	G	809	196	Introduction to Sociology			3		54	3	801-195 Written Communication		x	x	x	
		Total 2nd Term Credits							18							

✓	T/G	Course		Title	Hours / Week			Total		Prerequisites and/or Corequisites	Typically Offered			Comments
		Subj	Num		Lec	Lab	Other	Hours	Credits		S	F	SP	
Term 3											S	F	SP	
	T	196	134	Legal Issues in the Workplace	3			54	3		x	x	x	
	T	196	152	Orientation and Training	3			54	3		x	x	x	
	T	196	154	Recruiting and Hiring	3			54	3					
	G	804	107	College Math	3			54	3		x	x	x	
	G	809	199	Psychology of Human Relations (or)	3			54	3		x	x	x	
	G	809	198	Introduction to Psychology										
Total 3rd Term Credits								15						
Term 4											S	F	SP	
Apply for Graduation (which includes a \$30 graduation fee)														
	T	105	150	Business Practice Firm* OR Internship	2	2		72	3	Completion of 30 program credits or sophomore status		x	x	
	T	106	142	Business Meeting and Event Planning	2	2		72	3	Completion of 30 program credits or sophomore status			x	
	T	196	151	Employee Relations	3			54	3		x	x	x	
	G	809	166	Introduction to Ethics: Theory and Application	3			54	3	801-195 Written Communication	x	x	x	
	G	809	195	Economics	3			54	3	801-195 Written Communication	x	x	x	
Total 4th Term Credits								15						
Total Program Credits								66						
*Successful completion of 105-150 Business Practice Firm (or internship) is the exit assessment graduation requirement for the program.														

T/G: T - Technical Studies course; G - General Studies course

Semester Codes: S-Summer; F-Fall; SP-Spring

Curriculum and program acceptance requirements are subject to change.

If Student Success Center or General College courses (ie: 831-103 Intro to College Writing, 838-104 Intro to College Reading, 834-109 Pre-Algebra) are required based on college placement; or if the student elects part-time enrollment, the time required to complete the program will increase.

For a complete list of course descriptions for this program, please consult the College Catalog at <http://www.morainepark.edu/MPTCCatalog>.