



HUMAN RESOURCES ACADEMIC PLANNER

Associate of Applied Science Degree: 10-116-1

Campus: Beaver Dam; Fond du Lac; West Bend

Curriculum for 2013-2014

10/26/2012

Program Advisor: _____

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

| ✓ | Course | | Title | Hours / Week | | | Total Hours | Credits | Prerequisites and/or Corequisites | Typically Offered | | | Comments |
|--|--------|------|-------|--|-----|-----|-------------|-----------|--|-------------------|----------|-----------|---|
| | T/G | Subj | | Num | Lec | Lab | | | | Other | S | F | |
| Term 1 | | | | | | | | | | S | F | SP | |
| New Program Students: Attend New Student Orientation and your Priority Registration Session | | | | | | | | | | | | | |
| | T | 102 | 110 | Introduction to Business | 3 | | 54 | 3 | Completion of or concurrent enrollment in 890-101 College 101 | x | x | x | |
| | | 103 | 159 | **Computer Literacy - Microsoft Office | | 2 | 36 | 1 | | x | x | x | **Institutional Requirement. May be eligible for Advanced Standing. |
| | T | 116 | 130 | Introduction to Human Resources | 3 | | 54 | 3 | Completion of or concurrent enrollment in 102-110 Introduction to Business | x | x | x | |
| | T | 196 | 189 | Team Building and Problem Solving | 3 | | 54 | 3 | | x | x | x | |
| | G | 801 | 136 | English Composition 1 | 3 | | 54 | 3 | | x | x | x | |
| | G | 801 | 196 | Oral and Interpersonal Communications | 3 | | 54 | 3 | | x | x | x | |
| | G | 890 | 101 | **College 101 | 2 | | 36 | 2 | | x | x | x | **Institutional Requirement |
| | | | | Total 1st Term Credits | | | | 18 | | | | | |
| Term 2 | | | | | | | | | | S | F | SP | |
| | T | 101 | 141 | Payroll Accounting | 3 | | | 3 | | | | | |
| | T | 102 | 135 | Business Technology and Innovation | 3 | | 54 | 3 | Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office | | 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 | 106 | 182 | Document Management | 2 | 2 | 72 | 3 | 103-159 Computer Literacy - Microsoft Office | x | x | x | |
| | G | 809 | 196 | Introduction to Sociology | 3 | | 54 | 3 | 801-136 English Composition 1 | x | x | x | |
| | | | | Total 2nd Term Credits | | | | 18 | | | | | |

| ✓ | T/G | Course | | Title | Hours / Week | | | Total Hours | Credits | Prerequisites and/or Corequisites | Typically Offered | | | Comments |
|---------------|-----|--------|-----|---------------------------------|--------------|-----|-------|-------------|---------|--|-------------------|---|----|----------|
| | | Subj | Num | | Lec | Lab | Other | | | | S | F | SP | |
| Term 3 | | | | | | | | | | | | | | |
| | T | 102 | 120 | Principles of Management | 3 | | | 54 | 3 | Completion of or concurrent enrollment in 102-110 Introduction to Business | | x | x | |
| | T | 116 | 152 | Orientation and Training | 3 | | | 54 | 3 | | x | x | x | |
| | T | 116 | 154 | Recruiting and Hiring* | 3 | | | 54 | 3 | | | | | |
| | T | 196 | 134 | Legal Issues in the Workplace | 3 | | | 54 | 3 | | x | x | x | |
| | G | 804 | 107 | College Mathematics | 3 | | | 54 | 3 | | x | x | x | |
| | G | 809 | 198 | Introduction to Psychology (or) | | | | | | | | | | |
| | G | 809 | 199 | Psychology of Human Relations | 3 | | | 54 | 3 | | x | x | x | |

| | | | | | | | | | | | | | |
|-------------------------------|--|--|--|--|--|--|--|--|-----------|--|--|--|--|
| Total 3rd Term Credits | | | | | | | | | 18 | | | | |
|-------------------------------|--|--|--|--|--|--|--|--|-----------|--|--|--|--|

| | | | | | | | | | | | | | |
|---------------|--|--|--|--|--|--|--|--|--|--|----------|----------|-----------|
| Term 4 | | | | | | | | | | | S | F | SP |
|---------------|--|--|--|--|--|--|--|--|--|--|----------|----------|-----------|

Apply for Graduation (which includes a \$30 graduation fee)

| | | | | | | | | | | | | | | |
|--|---|-----|-----|--|---|---|--|----|---|--|---|---|---|---|
| | T | 105 | 150 | Business Practice Firm* (or) | 2 | 2 | | 72 | 3 | Completion of 45 program credits or sophomore status | | x | x | |
| | | 105 | 152 | Business Practicum* | 2 | 2 | | 72 | | | | | | |
| | T | 106 | 142 | Business Meeting and Event Planning | 2 | 2 | | 72 | 3 | Completion of 45 program credits or sophomore status | | | | x |
| | T | 116 | 151 | Employee Relations* | 3 | | | 54 | 3 | | x | x | x | |
| | G | 809 | 166 | Introduction to Ethics: Theory and Application | 3 | | | 54 | 3 | 801-136 English Composition 1 | x | x | x | |
| | G | 809 | 195 | Economics | 3 | | | 54 | 3 | 801-136 English Composition 1 | x | x | x | |

Total 4th Term Credits

15

Total Program Credits and Institutional Requirements

69

****The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 College 101 are Institutional Requirements for graduation. Consequently, they are not part of the program credit requirements.**

***Successful completion of a checklist/rubric 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>.