

Human Resources - Academic Planner

Associate of Applied Science Degree: 10-116-1
Campus: Beaver Dam; Fond du Lac; West Bend
Curriculum for 2015-2016

12/1/2014

		Cou	ırse		Но	urs / Week	Total			T	ypica	ally	
✓	T/G	Subj	Num	Title	Lec	Lab Othe	r Hours	Credits	Prerequisites and/or Corequisites		Offer	ed	Comments
				Term 1						S	F	SP	
				New Program Students: Attend New Stud	ent Orient	ation and v	our Prio	ritv Reai	stration Session				
				3					Completion of or concurrent enrollment in				
	Т	102	110	Introduction to Business	3		54	3	890-101 College 101	х	х	х	
													**Institutional Requirement. May be
		103	159	**Computer Literacy - Microsoft Office		2	36	1		Х	Х	х	eligible for Advanced Standing.
	Т	196	189	Team Building and Problem Solving	3		54	3			Х	Х	
	Т	196	193	Human Resource Management	3		54	3			х	Х	
	G	801	136	English Composition 1	3		54	3		х	х	х	
	G	801	196	Oral and Interpersonal Communication	3		54	3		х	х	х	
	G	890	101	**College 101	2		36	2		х	х	Х	**Institutional Requirement
				Total 1st Term Credits				18					
				Term 2						S	F	SP	
	Т	101	141	Payroll Accounting	3			3		Х	Х	Х	
									Completion of or concurrent enrollment in				
	Т	106	135	Business Technology and Innovation	3		54	3	103-159 Computer Literacy - Microsoft Office		Х	Х	
									Completion of or concurrent enrollment in				
	Т	106		Document Management	2	2	72		103-159 Computer Literacy - Microsoft Office		Х	X	
	Т	196		Safety in the Workplace	3		54	3			Х	Х	
	Т	196		Personal Skills for the Workplace	3		54				Х	Х	
	G	809	196	Introduction to Sociology	3		54	3	801-136 English Composition 1	х	Х	Х	
				Total 2nd Term Credits				18					

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16 152 16 154 96 134 04 107 09 198	Title Term 3 Principles of Management Orientation and Training* Recruiting and Hiring* Legal Issues in the Workplace College Mathematics	3 3 3	Lab Ot		irs C 54		Prerequisites and/or Corequisites	S	ffere F		Comments
16 152 16 154 96 134 04 107 09 198	Principles of Management Orientation and Training* Recruiting and Hiring* Legal Issues in the Workplace	3			54	_		S	F	SP	
16 152 16 154 96 134 04 107 09 198	2 Orientation and Training* 4 Recruiting and Hiring* 4 Legal Issues in the Workplace	3			54	_					
16 154 96 134 04 107 09 198	Recruiting and Hiring* Legal Issues in the Workplace	3				3		Х	Х	Х	
96 134 04 107 09 198	Legal Issues in the Workplace				54	3			Х	Х	
04 107 09 198					54	3			Х	Х	
09 198	College Mathematics	3			54	3			Х	Х	
	College Mathematics	3			54	3		х	х	х	
09 199	Introduction to Psychology (or)					3		х	х	х	
	Psychology of Human Relations	3		į	54			х	х	х	
	Total 3rd Term Credits					18					
									_		
	Term 4							S	F	SP	
		regist	ration.								
	. ,	2	2		72		0 0		Х	Х	
		2	2	-	72		116-154 Recruiting and Hiring				
		3			54	3			Х	Х	
		3			54	3			Х	Х	
		3			54			Х	Х	Х	
09 198		3			54	3	801-136 English Composition 1	Х	Х	Х	
	Total 4th Term Credits					15					
	Total Program Credits and Institutional Requirements					69					
				and 890	-101		ne 101 are Institutional Requirements for gradua	tion. Co	nse	auer	ntly, they are not part of the
	program credit requirements.										my, may are not part or the
	*Completion of a checklist/rubric is the exit assessment graduat						t for the program.				
		ı									
	•	-									
			. 0 "	144 :4:	000						
05 16 16 09 09	cal Stues: S-S	Apply for Graduation when completing Term 4 5 150 Business Practice Firm* (or) 6 152 Business Practicum* 6 151 Employee Relations 6 156 Compensation and Benefits 7 166 Introduction to Ethics: Theory and Application 8 195 Economics 8 Total 4th Term Credits 8 Total Program Credits and Institutional Require* 8 **The credits for 103-159 Computer Literacy-Norgram credit requirements. 8 **Completion of a checklist/rubric is the exit as cal Studies course; G - General Studies course 8 **S-Summer; F-Fall; SP-Spring 8 program acceptance requirements are subject to change the sees Center or General College courses (ie: 831-103 Introduction)	Apply for Graduation when completing Term 4 regists 5 150 Business Practice Firm* (or) 2 152 Business Practicum* 2 151 Employee Relations 3 156 Compensation and Benefits 3 166 Introduction to Ethics: Theory and Application 3 195 Economics 3 Total 4th Term Credits 17 Total Program Credits and Institutional Requirement 18 **The credits for 103-159 Computer Literacy-Microsoprogram credit requirements. 18 **Completion of a checklist/rubric is the exit assessman 18 Studies course; G - General Studies course 18 Ses: S-Summer; F-Fall; SP-Spring 19 program acceptance requirements are subject to change. 18 Ses: S-Center or General College courses (ie: 831-103 Introduction 19 150 Program 2 Program 2 Program 2 College courses (ie: 831-103 Introduction 19 150 Program 2 Program 3 Program	Apply for Graduation when completing Term 4 registration. 5 150 Business Practice Firm* (or) 2 2 5 152 Business Practicum* 2 2 2 5 151 Employee Relations 3 6 156 Compensation and Benefits 3 7 166 Introduction to Ethics: Theory and Application 3 8 19 195 Economics 3 Total 4th Term Credits Total Program Credits and Institutional Requirements **The credits for 103-159 Computer Literacy-Microsoft Office program credit requirements. **Completion of a checklist/rubric is the exit assessment gradual Studies course; G - General Studies course ses: S-Summer; F-Fall; SP-Spring program acceptance requirements are subject to change. sess Center or General College courses (ie: 831-103 Introduction to College courses)	Apply for Graduation when completing Term 4 registration. 5 150 Business Practice Firm* (or) 2 2 2 5 152 Business Practicum* 2 2 2 5 151 Employee Relations 3 3 6 156 Compensation and Benefits 3 3 7 166 Introduction to Ethics: Theory and Application 3 3 8 195 Economics 3 3 8 Total 4th Term Credits 8 Total Program Credits and Institutional Requirements 8 **The credits for 103-159 Computer Literacy-Microsoft Office and 890 program credit requirements. 8 **Completion of a checklist/rubric is the exit assessment graduation responsible to the course; G - General Studies course as: S-Summer; F-Fall; SP-Spring program acceptance requirements are subject to change. 8 Program acceptance requirements are subject to change. 8 Program acceptance requirements are subject to change.	Apply for Graduation when completing Term 4 registration. 5 150 Business Practice Firm* (or) 2 2 72 5 152 Business Practicum* 2 2 2 72 5 151 Employee Relations 3 54 6 156 Compensation and Benefits 3 54 7 166 Introduction to Ethics: Theory and Application 3 54 7 195 Economics 3 54 7 Total 4th Term Credits Total Program Credits and Institutional Requirements **The credits for 103-159 Computer Literacy-Microsoft Office and 890-101 program credit requirements. *Completion of a checklist/rubric is the exit assessment graduation requirements acal Studies course; G - General Studies course as: S-Summer; F-Fall; SP-Spring program acceptance requirements are subject to change.	Apply for Graduation when completing Term 4 registration. 5 150 Business Practice Firm* (or) 2 2 72 72 5 151 Employee Relations 3 54 3 6 156 Compensation and Benefits 3 54 3 7 166 Introduction to Ethics: Theory and Application 3 54 3 7 195 Economics 3 54 3 7 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 program credit requirements. *Completion of a checklist/rubric is the exit assessment graduation requirement are Subject to change. *Program acceptance requirements are subject to change. **The credite College Courses (ie: 831-103 Introduction to College Writing, 838-105 Introduction to College Writi	Apply for Graduation when completing Term 4 registration. 5 150 Business Practice Firm* (or) 5 152 Business Practice Firm* (or) 5 152 Business Practicum* 5 152 Business Practicum* 6 152 Business Practicum* 6 155 Compensation and Benefits 6 156 Compensation and Benefits 7 156 Compensation and Benefits 8 156 Compensation and Benefits 8 156 Compensation and Benefits 8 156 Compensation and Benefits 9 157 Economics 1 158 Business Practicum* 1 159 Economics 1 150 Business Practice Firm* (or) 2 2 72 116-154 Recruiting and Hiring 5 151 Employee Relations 5 4 3 801-136 English Composition 1 5 4 3 801-136 English Composition 1 5 5 4 3 801-136 English Composition 1 5 7 1014 4th Term Credits 1 15	Apply for Graduation when completing Term 4 registration. Apply for Graduation when completing Term 4 registration.	Apply for Graduation when completing Term 4 registration. 5 150 Business Practice Firm* (or) 5 152 Business Practice Firm* (or) 5 152 Business Practicum* 5 152 Business Practicum* 6 153 Business Practicum* 7 116-154 Recruiting and Hiring 8 155 Business Practicum* 8 156 Compensation and Benefits 8 156 Compensation and Benefits 9 166 Introduction to Ethics: Theory and Application 9 170 Economics 10 170 Economics 11 15 Total 4th Term Credits 11 15 Total 4th Term Credits 12 15 Total Program Credits and Institutional Requirements 13 154 3 801-136 English Composition 1 x x x x x x x x x x x x x x x x x x	Apply for Graduation when completing Term 4 registration. 150 Business Practice Firm* (or) 2 2 72 3 116-154 Recruiting and Hiring x x x x x x x x x

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

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