MORAINE PARK TECHNICAL COLLEGE

Human Resources - Academic Planner

Associate of Applied Science Degree: 10-116-1
Campus: Beaver Dam; Fond du Lac; West Bend
Curriculum for 2016-2017

12/1/2015

Program Advisor: _____

✓	T/G	Course Subj	Num	Title	Hours / Week Lec	Lab	Other	Total Hours	Credits	Prerequisites and/or Corequisites	Typically Offered S	F	SP	Comments
				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	196	189	Team Building and Problem Solving	3			54	3			x	x	
	T	196	193	Human Resource Management	3			54	3			x	x	
	G	801	136	English Composition 1	3			54	3		x	x	x	
	G	801	196	Oral and Interpersonal Communication	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		x	x	x	
	T	106	135	Business Technology and Innovation	3			54	3	Completion of or concurrent enrollment in 103-159 Computer Literacy - Microsoft Office		x	x	
	T	106	182	Document Management	2	2		72	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	
	T	196	164	Personal Skills for the Workplace	3			54	3			x	x	
	G	809	196	Introduction to Sociology	3			54	3	801-136 English Composition 1	x	x	x	
				Total 2nd Term Credits					**18**					

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✓	T/G	Subj	Num	Title	Lec	Lab	Other	Total Hours	Credits	Prerequisites and/or Corequisites	S	F	SP	Comments
				Term 3							**S**	**F**	**SP**	
	T	102	120	Principles of Management	3			54	3		x	x	x	
	T	116	152	Orientation and Training*	3			54	3			x	x	
	T	116	154	Recruiting and Hiring*	3			54	3			x	x	
	T	196	134	Legal Issues in the Workplace	3			54	3			x	x	
	G	804	107	College Mathematics	3			54	3		x	x	x	
	G	809	198	Introduction to Psychology (or)					3		x	x	x	
	G	809	199	Psychology of Human Relations	3			54			x	x	x	
				Total 3rd Term Credits					**18**					
				Term 4							**S**	**F**	**SP**	
				Apply for Graduation when completing Term 4 registration.										
	T	105	150	Business Practice Firm* (or)	2	2		72	3	116-154 Recruiting and Hiring		x	x	
	T	105	152	Business Practicum*	2	2		72		116-154 Recruiting and Hiring				
	T	116	151	Employee Relations	3			54	3			x	x	
	T	116	156	Compensation and Benefits	3			54	3			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.										
				*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 Introduction to College Writing, 838-105 Introduction to Reading and Study Skills, 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.