



**10-116-2 HUMAN RESOURCE MANAGEMENT
2019-20 PROGRAM CURRICULUM CHECKLIST**
WISCONSIN INDIANHEAD TECHNICAL COLLEGE (WITC)
ASHLAND *, NEW RICHMOND *, RICE LAKE *, SUPERIOR *
OUTREACH CENTERS: HAYWARD*, LADYSMITH***

* Combination of ITV (Interactive Television), In person, Online, or Your Choice instruction

Name/ID _____

Date _____

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK		CREDITS		NOTES	DATE COMPLETED	TRANSFER OR GRADE
FIRST TERM								
10-103-106	MS PowerPoint	2	hours per week	1	credits			
10-103-146	MS Word A	2	hours per week	1	credits			
10-105-123	Business Skills	1	hour per week	1	credits			
10-116-100	Human Resource Management	3	hours per week	3	credits			
10-196-145	Contemporary Business for Supervisors	2	hours per week	2	credits			
10-196-199	Ethics in Business	3	hours per week	3	credits			
10-801-136	English Composition 1	3	hours per week	3	credits			
	FIRST TERM TOTAL	16	hours per week	14	credits			
SECOND TERM								
10-103-151	MS Excel A	2	hours per week	1	credits			
10-103-152	MS Excel B Corequisite: 10-103-151 MS Excel A	2	hours per week	1	credits			
10-116-102	Employment Law Prerequisite: 10-116-100 Human Resource Management	3	hours per week	3	credits			
10-196-108	Customer Service	1	hours per week	1	credits			
10-801-196 or 10-801-198	Oral/Interpersonal Communication or Speech	3	hours per week	3	credits			
10-804-123	Math with Business Applications	3	hours per week	3	credits			
10-809-188 or 10-809-198	Developmental Psychology or Introduction to Psychology	3	hours per week	3	credits			
	SECOND TERM TOTAL	17	hours per week	15	credits			
THIRD TERM								
10-101-176	Financial Accounting 1A	2	hours per week	2	credits			
10-116-103	Compensation Management Prerequisite: 10-116-100 Human Resource Management	3	hours per week	3	credits			
10-116-104	Recruitment and Selection Prerequisite: 10-116-100 Human Resource Management	3	hours per week	3	credits			
10-116-105	Employee Relations and Labor Law Prerequisite: 10-116-100 Human Resource Management	2	hours per week	2	credits			
10-196-138	Conflict Resolution and Confrontation Skills	1	hours per week	1	credits			
10-809-195	Economics	3	hours per week	3	credits			
10-809-196	Introduction to Sociology	3	hours per week	3	credits			
	THIRD TERM TOTAL	17	hours per week	17	credits			



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FOURTH TERM								
10-116-101	Introduction to Payroll and HRIS	3	hours per week	3	credits			
10-116-106	Orientation and Training Prerequisite: 10-116-100 Human Resource Management	3	hours per week	3	credits			
10-116-107	Benefit Administration Prerequisite: 10-116-100 Human Resource Management	3	hours per week	3	credits			
10-116-108	Human Resource Capstone (This class is only offered in the Spring term) Prerequisite: Admitted to the Human Resource Management program and have completed a minimum of 30 credits (101, 103, 105, 116, 196) of coursework	5	hours per week	3	credits			
10-196-136	Safety in the Workplace	3	hours per week	3	credits			
	TERM TOTAL	17	hours per week	15	credits			
	PROGRAM REQUIREMENTS			61	Total Credits			

Select the curriculum checklist based on the academic year you begin enrollment in your program.

Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats.

WITC GENERAL STUDIES COURSE OPTIONS FOR WITC ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99-831-900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer <https://www.witc.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses>

If you have completed General Studies coursework at WITC in a prior term, the same options will apply for your program requirements.

GRADUATION REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements. If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan average (GPA) of 2.0 in a 4.0 grade system is required to graduate.

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <https://www.witc.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information.