

#FitMyLife

# Fall 2020 Start Plan

Ashland^, New Richmond^, Rice Lake^, Superior^ OUTREACH CENTERS: Balsam Lake^, Hayward^, Ladysmith^  
 ^Combination of Online, Your Choice, In person or Web Conferencing instruction. Select courses available at the Outreach Centers.

## Human Resource Management - 61 Credits



**Credential: Associate Degree Embedded Credentials Include: Human Resources and Payroll Generalist**



**Part-Time Schedule**  
 4 years to complete  
 2-4 courses at a time



**Core Courses - 43 Credits**  
 4 weeks to 16-week classes  
 Monday, Tuesday and/or Thursday.



Core Courses scheduled Monday, Tuesday and/or Thursday evenings 5:30-8:20  
 Online, Your Choice, In-Person, and Web Conferencing options



**General Studies - 18 Credits**  
 8 or 16-week classes  
 Days/times vary  
 Online, Your Choice\* or Web Conferencing options  
 (some availability in summer term)



CORE	<b>Business Skills</b> 10105123 Your Choice 1 credit 4-Week Session I	
	<b>Human Resource Management 10116100</b> Your Choice - 3 credits 8-Week Session I	<b>Ethics in Business 10196199</b> Your Choice - 3 credits 8-Week Session II
	<b>MS Word A</b> 10103146 Online or WITC Flex** - 1 credit- 16-Week Session	



**Embedded Credential**  
 Completion of the courses marked with the triangle below result in the following individual credential:  
 ▽ Human Resources and Payroll Generalist Technical Diploma - 27 Crs.

[witc.edu/hrm](http://witc.edu/hrm)  
 Curriculum is subject to change.

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Year 1 (Spring) & Year 2 (Fall)		
	Spring Term	Fall Term
CORE	<p><b>MS Excel A</b> 10103151 Online or WITC Flex** 1 credit 8-Week Session I</p>	<p><b>MS Excel B</b> 10103152 Online 1 credit 8-Week Session II</p>
		<p><b>Contemporary Business for Supervisors</b> 10196145 Your Choice 2 credits 12-Week Session II</p>
	<p><b>Customer Service</b> 10196108 Online 1 credit 8-Week Session II</p>	<p><b>MS PowerPoint</b> 10103106 Online or WITC Flex** 1 credit 16-Week Session</p>
GENERAL STUDIES	<p><b>Math with Business Applications</b> 10804123 Online or Web Conferencing 3 credits 16-Week Session</p>	<p><b>English Composition 1</b> 10801136 Online or Web Conferencing 3 credits 16-Week Session</p>

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Year 2 (Spring) & Year 3 (Fall)			
Spring Term		Fall Term	
CORE	<b>Employment Law</b> 10116102 Your Choice 3 credits 8-Week Session II	<b>Financial Accounting 1A</b> 10101176 Your Choice 2 credits 8-Week Session I	<b>Orientation and Training</b> 10116106 Your Choice 3 credits 8-Week Session II
	<b>Developmental Psychology 10809188 or            Introduction to Psychology 10809198</b>  Online 3 credits 16-Week Session	<b>Recruitment and            Selection</b>  10116104 Your Choice  3 credits 8-Week Session I	
GENERAL STUDIES	<b>Oral/Interpersonal            Communication 10801196            or            Speech 10801198</b>  Online or Web Conferencing  3 credits 8-Week Session II		



Experience. Success.

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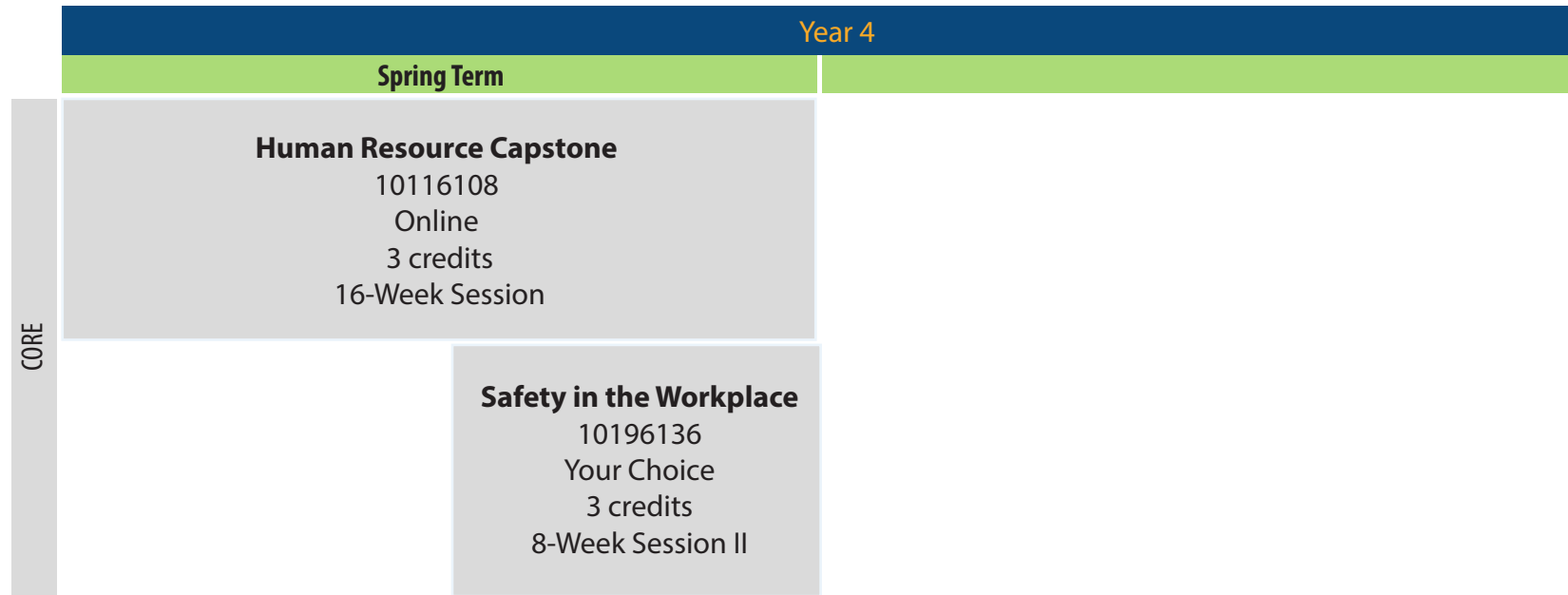
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Year 3 (Spring) & Year 4 (Fall)			
Spring Term		Fall Term	
CORE	<b>Introduction to Payroll and HRIS</b> 10116101 Your Choice 3 credits 8-Week Session I	<b>Benefit Administration</b> 10116107 Your Choice 3 credits 8-Week Session II	<b>Employee Relations and Labor Law</b> 10116105 Your Choice 2 credits 4-Week Session 3
	<b>Compensation Management</b> 10116103 Your Choice 3 credits 8-Week Session I		<b>Conflict Resolution and Confrontation Skills</b> 10196138 Your Choice 1 credit 4-Week Session 4
		GENERAL STUDIES	<b>Economics</b> 10809195 Online 3 credits 16-Week Session
			<b>Introduction to Sociology</b> 10809196 Online 3 credits 16-Week Session

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**\*Your Choice** is the ultimate in flexibility, allowing you to decide how to attend each class period. Choose between live instruction (streamed through ITV on campus or through BlueJeans virtually to your device) and fully online instruction, where you can view the class lecture on your own time. This allows you the flexibility of completing activities and assignments at a time that works for you while also giving you the option to have virtual face time with the instructor and your classmates. **\*\*WITC FLEX** allows you to customize class hours within the scheduled class time with an instructor present. You will work at your own pace while meeting assignment and exam due dates free of large group lectures/presentations. You are not required to attend all schedules times; however, you are required to complete a flex course orientation before beginning the course.