

#FitMyLife

Fall 2021 Start Plan

Ashland^, New Richmond^, Rice Lake^, Superior^ OUTREACH CENTERS: Balsam Lake^, Hayward^, Ladysmith^
 ^Combination of Online, Your Choice or On Site 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, or On Site options



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



CORE	Business Skills 10105123 Your Choice 1 credit 4-Week Session I	
	Human Resource Management 10116100 Your Choice - 3 credits 8-Week Session I	Ethics in Business 10196199 Your Choice - 3 credits 8-Week Session II
	MS Word A 10103146 Online or 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.

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 Curriculum is subject to change.

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



Experience. Success.

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



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



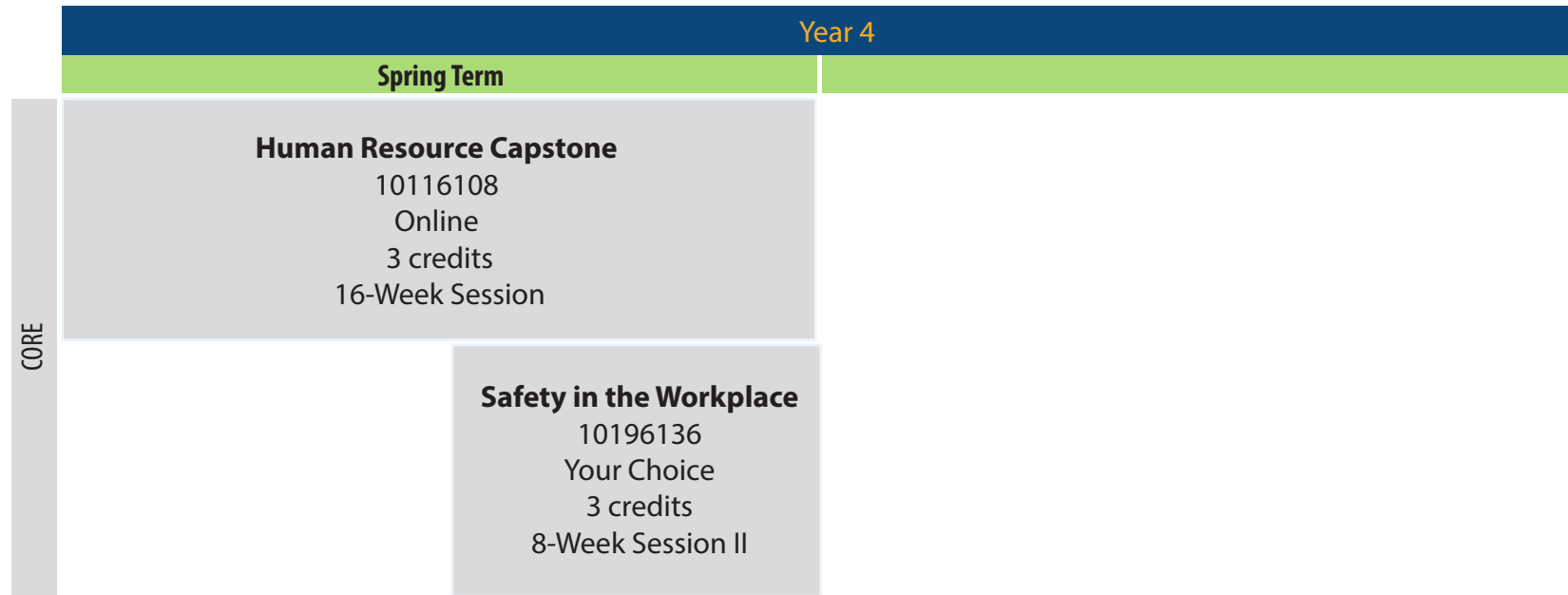
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Your Choice:** Live face-to-face experience that students can join in 3 different ways: 1) anywhere with internet connection, 2) live in classroom, or 3) watch the class recording at a convenient time. *FLEX** allows you to customize class hours within 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.