



4 YEAR COMPLETION PLAN
10-116-2 HUMAN RESOURCE MANAGEMENT
31-116-2 HUMAN RESOURCES AND PAYROLL GENERALIST
2020-21 PROGRAM CURRICULUM CHECKLIST
NORTHWOOD TECHNICAL COLLEGE
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*
OUTREACH CENTERS: BALSAM LAKE*, HAYWARD*, LADYSMITH*
 * Combination of Online, Your Choice or On Site instruction



Name/ID _____

Date _____

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK	CREDITS	HUMAN RESOURCES AND PAYROLL GENERALIST TECHNICAL DIPLOMA <i>(Financial Aid Eligible)</i>	HUMAN RESOURCE MANAGEMENT ASSOCIATE DEGREE <i>(Financial Aid Eligible)</i>	NOTES	DATE COMPLETED	TRANSFER OR GRADE
FALL (FIRST TERM)								
16 Weeks								
10103146	MS Word A	2 hours per week	1 credit		Human Resource Management			
1st 4 Weeks								
10105123	Business Skills	4 hours per week	1 credit		Human Resource Management			
1st 8 Weeks								
10116100	Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
2nd 8 Weeks								
10196199	Ethics in Business	6 hours per week	3 credits		Human Resource Management			
FIRST TERM TOTAL				3 credits Human Resources and Payroll Generalist	8 credits Human Resource Management			
SPRING (SECOND TERM)								
16 Weeks								
10804123	Math with Business Applications	3 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
1st 8 Weeks								
10103151	MS Excel A	4 hours per week	1 credit	Human Resources and Payroll Generalist	Human Resource Management			
2nd 8 Weeks								
10103152	MS Excel B Corequisite: 10103151 MS Excel A	4 hours per week	1 credit	Human Resources and Payroll Generalist	Human Resource Management			
10196108	Customer Service (online)	2 hours per week	1 credit	Human Resources and Payroll Generalist	Human Resource Management			
SECOND TERM TOTAL				6 credits Human Resources and Payroll Generalist	7 credits Human Resource Management			

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 2/23/2021



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	FALL (THIRD TERM)							
	16 Weeks							
10801136	English Composition 1	3 hours per week	3 credits		Human Resource Management			
10103106	MS PowerPoint	2 hours per week	1 credit		Human Resource Management			
	2nd 12 Weeks							
10196145	Contemporary Business for Supervisors	3 hours per week	2 credits		Human Resource Management			
	THIRD TERM TOTAL				6 credits Human Resource Management			
	SPRING (FOURTH TERM)							
	16 Weeks							
10809188 or 10809198	Developmental Psychology or Introduction to Psychology	3 hours per week	3 credits		Human Resource Management			
	2nd 8 Weeks							
10116102	Employment Law Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits		Human Resource Management			
10801196 or 10801198	Oral/Interpersonal Communication or Speech	6 hours per week	3 credits		Human Resource Management			
	FOURTH TERM TOTAL				9 credits Human Resource Management			

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FALL (FIFTH TERM)								
1st 8 Weeks								
10101176	Financial Accounting 1A	4 hours per week	2 credits		Human Resource Management			
10116104	Recruitment and Selection Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
2nd 8 Weeks								
10116106	Orientation and Training Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
FIFTH TERM TOTAL				6 credits Human Resources and Payroll Generalist	8 credits Human Resource Management			
SPRING (SIXTH TERM)								
1st 8 Weeks								
10116101	Introduction to Payroll and HRIS	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
10116103	Compensation Management Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
2nd 8 Weeks								
10116107	Benefit Administration Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
SIXTH TERM TOTAL				9 credits Human Resources and Payroll Generalist	9 credits Human Resource Management			

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FALL (SEVENTH TERM)							
16 Weeks							
10809195	Economics (online)	3 hours per week	3 credits		Human Resource Management		
10809196	Introduction to Sociology (online)	3 hours per week	3 credits		Human Resource Management		
3rd 4 Weeks							
10116105	Employee Relations and Labor Law (Start Now) Prerequisite: 10116100 Human Resource	8 hours per week	2 credits	Human Resources and Payroll Generalist	Human Resource Management		
Last 4 Weeks							
10196138	Conflict Resolution and Confrontation Skills (online)	4 hours per week	1 credit	Human Resources and Payroll Generalist	Human Resource Management		
SEVENTH TERM TOTAL				3 credits Human Resources and Payroll Generalist	9 credits Human Resource Management		
SPRING (EIGHTH TERM)							
16 Weeks							
10116108	Human Resource Capstone NOTE: This course is only offered in spring term. Corequisites: 10196145 Contemporary Business for Supervisors, 10116106 Orientation and Training, 10116107 Benefit Administration, 10116103 Compensation Management, 10196199 Ethics in Business, 10116102 Employment Law, and 10196138 Conflict Resolution and Confrontation	5 hours per week	3 credits		Human Resource Management		
2nd 8 Weeks							
10196136	Safety in the Workplace	6 hours per week	3 credits		Human Resource Management		
EIGHTH TERM TOTAL					6 credits Human Resource Management		
PROGRAM REQUIREMENTS				27 credits Human Resources and Payroll Generalist	61 credits Human Resource Management		

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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.

GENERAL STUDIES COURSE OPTIONS FOR NORTHWOOD TECH ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99831900 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.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses> If you have completed General Studies coursework at Northwood Tech 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.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information.

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