



**10-116-2 HUMAN RESOURCE MANAGEMENT
31-116-2 HUMAN RESOURCES AND PAYROLL GENERALIST
2022-23 PROGRAM CURRICULUM CHECKLIST
NORTHWOOD TECHNICAL COLLEGE
ASHLAND*, NEW RICHMOND*, RICE LAKE*, SUPERIOR*, ONLINE
OUTREACH CENTERS: BALSAM LAKE*, HAYWARD*, LADYSMITH***



* Combination of Online, Your Choice or On Site instruction

Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.

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 |
|-------------------------------|---|-------------------|-----------|---|---|-------|----------------|-------------------|
| FIRST TERM (Fall 2022) | | | | | | | | |
| 16 Weeks | | | | | | | | |
| 10801136 | English Composition 1 | 3 hours per week | 3 credits | | Human Resource Management | | | |
| 1st 4 Weeks | | | | | | | | |
| 10106199 | Business Technology and Success | 1 hour per week | 1 credit | | Human Resource Management | | | |
| 1st 8 Weeks | | | | | | | | |
| 10103146 | MS Word A | 2 hours per week | 1 credit | | Human Resource Management | | | |
| 10103151 | MS Excel A <i>(Human Resource Management Associate students will complete this in the Second Term)</i> | 2 hours per week | 1 credit | Human Resources and Payroll Generalist | | | | |
| 10116100 | Human Resource Management | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 2nd 12 Weeks | | | | | | | | |
| 10196145 | Contemporary Business for Supervisors | 2 hours per week | 2 credits | | Human Resource Management | | | |
| 2nd 8 Weeks | | | | | | | | |
| 10103106 | MS PowerPoint | 2 hours per week | 1 credit | | Human Resource Management | | | |
| 10103152 | MS Excel B Corequisite: 10103151 MS Excel A <i>(Human Resource Management Associate students will complete this in the Second Term)</i> | 2 hours per week | 1 credit | Human Resources and Payroll Generalist | | | | |
| 10196199 | Ethics in Business | 3 hours per week | 3 credits | | Human Resource Management | | | |
| Last 4 Weeks | | | | | | | | |
| 10196138 | Conflict Resolution and Confrontation Skills <i>(Human Resource Management Associate students will complete this in the Third Term)</i> | 1 hours per week | 1 credit | Human Resources and Payroll Generalist | | | | |
| FIRST TERM TOTAL | | 17 hours per week | | 6 credits | 14 credits | | | |



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|----------------------------------|---|-------------------|-----------|--|--|-------|----------------|-------------------|
| SECOND TERM (Spring 2023) | | | | | | | | |
| 16 Weeks | | | | | | | | |
| 10804123 | Math with Business Applications | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 10809188 or 10809198 | Developmental Psychology or Introduction to Psychology | 3 hours per week | 3 credits | | Human Resource Management | | | |
| 1st 8 Weeks | | | | | | | | |
| 10103151 | MS Excel A | 2 hours per week | 1 credit | | Human Resource Management | | | |
| 10116101 | Introduction to Payroll and HRIS <i>(Human Resource Management Associate students will complete this in the Fourth Term)</i> | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | | | | |
| 2nd 8 Weeks | | | | | | | | |
| 10103152 | MS Excel B Corequisite: 10103151 MS Excel A | 2 hours per week | 1 credit | | Human Resource Management | | | |
| 10116102 | Employment Law Prerequisite: 10116100 Human Resource Management | 3 hours per week | 3 credits | | Human Resource Management | | | |
| 10196108 | Customer Service | 1 hours per week | 1 credit | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 10801196 or 10801198 | Oral/Interpersonal Communication or Speech | 3 hours per week | 3 credits | | Human Resource Management | | | |
| SECOND TERM TOTAL | | 17 hours per week | | 7 credits | 15 credits | | | |



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| THIRD TERM (Fall 2023) | | | | | | | | |
| 16 Weeks | | | | | | | | |
| 10809195 | Economics | 3 hours per week | 3 credits | | Human Resource Management | | | |
| 10809196 | Introduction to Sociology | 3 hours per week | 3 credits | | Human Resource Management | | | |
| 1st 8 Weeks | | | | | | | | |
| 10101176 | Financial Accounting 1A | 2 hours per week | 2 credits | | Human Resource Management | | | |
| 10116104 | Recruitment and Selection Prerequisite: 10116100 Human Resource Management | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 10116105 | Employee Relations and Labor Law Prerequisite: 10116100 Human Resource Management | 2 hours per week | 2 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 2nd 8 Weeks | | | | | | | | |
| 10116106 | Onboarding and Training Prerequisite: 10116100 Human Resource Management | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| Last 4 Weeks | | | | | | | | |
| 10196138 | Conflict Resolution and Confrontation Skills | 1 hour per week | 1 credit | | Human Resource Management | | | |
| THIRD TERM TOTAL | | 17 hours per week | | 8 credits | 17 credits | | | |



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| FOURTH TERM (Spring 2024) | | | | | | | | |
| 16 Weeks | | | | | | | | |
| 10116108 | Human Resource Capstone NOTE: This course is only offered in spring term. Corequisites: 10196145 Contemporary Business for Supervisors, 10116101 Introduction to Payroll and HRIS, 10116106 Onboarding and Training, 10116107 Benefit Administration, 10116103 Compensation Management, 10196199 Ethics in Business, 10116102 Employment Law, and 10196138 Conflict Resolution and Confrontation Skills | 5 hours per week | 3 credits | | Human Resource Management | | | |
| 1st 8 Weeks | | | | | | | | |
| 10116101 | Introduction to Payroll and HRIS | 3 hours per week | 3 credits | | Human Resource Management | | | |
| 10116103 | Compensation Management Prerequisite: 10116100 Human Resource Management | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 2nd 8 Weeks | | | | | | | | |
| 10116107 | Benefit Administration Prerequisite: 10116100 Human Resource Management | 3 hours per week | 3 credits | Human Resources and Payroll Generalist | Human Resource Management | | | |
| 10196136 | Safety in the Workplace | 3 hours per week | 3 credits | | Human Resource Management | | | |
| FOURTH TERM TOTAL | | 17 hours per week | | 6 credits Human Resources and Payroll Generalist | 15 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.

NORTHWOOD TECH 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.

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at curriculum.office@NorthwoodTech.edu or 715.752.8128. You will receive a response within 5 business days.