



**10-116-2 HUMAN RESOURCE MANAGEMENT  
31-116-2 HUMAN RESOURCES AND PAYROLL GENERALIST  
2023-24 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
<b>FIRST TERM - FALL 2023</b>								
<b>16 Weeks</b>								
10801136	English Composition 1	3 hours per week	3 credits		Human Resource Management			
<b>1st 4 Weeks</b>								
10106199	Business Technology and Success	8 hour per week	1 credit		Human Resource Management			
<b>1st 8 Weeks</b>								
10103146	MS Word A	4 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>	4 hours per week	1 credit	Human Resources and Payroll Generalist				
10116100	Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
<b>2nd 12 Weeks</b>								
10196145	Contemporary Business for Supervisors	3 hours per week	2 credits		Human Resource Management			
<b>2nd 8 Weeks</b>								
10103106	MS PowerPoint	4 hours per week	1 credit		Human Resource Management			
10103152	MS Excel B <i>Corequisite: 10103151 MS Excel A (Human Resource Management Associate students will complete this in the Second Term)</i>	4 hours per week	1 credit	Human Resources and Payroll Generalist				
10196199	Ethics in Business	6 hours per week	3 credits		Human Resource Management			
10196138	Conflict Resolution and Confrontation Skills <i>(Human Resource Management Associate students will complete this in the Third Term)</i>	2 hours per week	1 credit	Human Resources and Payroll Generalist				
<b>FIRST TERM TOTAL</b>		16-21 hours per week		<b>6 credits</b> Human Resources and Payroll Generalist	<b>14 credits</b> Human Resource Management			



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<b>SECOND TERM - SPRING 2024</b>								
<b>16 Weeks</b>								
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			
<b>1st 8 Weeks</b>								
10103151	MS Excel A	4 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>	6 hours per week	3 credits	Human Resources and Payroll Generalist				
<b>2nd 8 Weeks</b>								
10103152	MS Excel B Corequisite: 10103151 MS Excel A	4 hours per week	1 credit		Human Resource Management			
10116102	Employment Law Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits		Human Resource Management			
10196108	Customer Service	1 hour per week	1 credit	Human Resources and Payroll Generalist	Human Resource Management			
10801196 or 10801198	Oral/Interpersonal Communication or Speech	8 hours per week	3 credits		Human Resource Management			
<b>SECOND TERM TOTAL</b>		10-25 hours per week		<b>7 credits</b> Human Resources and Payroll Generalist	<b>15 credits</b> Human Resource Management			



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<b>THIRD TERM - FALL 2024</b>								
<b>16 Weeks</b>								
10809195	Economics	3 hours per week	3 credits		Human Resource Management			
10809196	Introduction to Sociology	3 hours per week	3 credits		Human Resource Management			
<b>1st 8 Weeks</b>								
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			
10116105	Employee Relations and Labor Law Prerequisite: 10116100 Human Resource Management	4 hours per week	2 credits	Human Resources and Payroll Generalist	Human Resource Management			
<b>2nd 8 Weeks</b>								
10116106	Onboarding and Training Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
10196138	Conflict Resolution and Confrontation Skills	2 hour per week	1 credit		Human Resource Management			
<b>THIRD TERM TOTAL</b>		14-20 hours per week		<b>8 credits</b> Human Resources and Payroll Generalist	<b>17 credits</b> Human Resource Management			



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<b>FOURTH TERM - SPRING 2025</b>								
<b>16 Weeks</b>								
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			
<b>1st 8 Weeks</b>								
10116101	Introduction to Payroll and HRIS	6 hours per week	3 credits		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			
<b>2nd 8 Weeks</b>								
10116107	Benefit Administration Prerequisite: 10116100 Human Resource Management	6 hours per week	3 credits	Human Resources and Payroll Generalist	Human Resource Management			
10196136	Safety in the Workplace	6 hours per week	3 credits		Human Resource Management			
<b>FOURTH TERM TOTAL</b>		17 hours per week		<b>6 credits</b> Human Resources and Payroll Generalist	<b>15 credits</b> Human Resource Management			
<b>PROGRAM REQUIREMENTS</b>				<b>27 credits</b> Human Resources and Payroll Generalist	<b>61 credits</b> 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 canceled. 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

[Acceptable Transfer Courses](#)

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

Pending Dean approval, technical diploma coursework (i.e. catalog number beginning with 30, 31, or 32) may also be allowed to meet general studies requirements. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program.<sup>^</sup>

**ELECTIVE REQUIREMENTS:** To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10858104).

*Effective fall 2022, pending program dean approval, technical diploma level coursework, i.e. catalog number beginning with 30, 31, or 32, may also be allowed to meet elective credit requirements for this program. NOTE: Technical diploma level coursework may not transfer to a baccalaureate program.<sup>^</sup>*

**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 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](mailto:curriculum.office@NorthwoodTech.edu)

or 715.752.8128. You will receive a response within 5 business days.

<sup>^</sup>If considering transferring into a baccalaureate program, please work with the Transfer Coordinator at the college you are interested in transferring to verify status, including if technical diploma level coursework will transfer and if it will transfer, how the credits will be brought in to your future degree.