



# human resources

## Technical Diploma

**Program Code: 31-116-1**

**Total Credits: 27**

Mid-State's Human Resources program prepares students to successfully manage activities involving new staff, including recruiting, interviewing, hiring, and onboarding. Graduates are also able to provide support for all existing staff regarding employment needs and integrate human resources within an organization's strategic initiatives. In this program you'll engage in various activities and learning opportunities focused on employee support, vital aspects of the hiring process, and labor relations and law. You'll also develop and practice effective communication skills to meet the needs of employees in any organization.

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](http://mstc.edu/advising).

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Attention CPL Coordinator  
500 32nd Street North  
Wisconsin Rapids, WI 54494
- Other: \_\_\_\_\_  
\_\_\_\_\_

**mstc.edu**  
**888.575.6782**



**MID-STATE**  
TECHNICAL COLLEGE

**ADAMS CAMPUS**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# career pathway

## BACHELOR'S DEGREE OPTIONS

Capella University  
BS Business Specializations

Herzing University  
BS Business Management  
BS Business Specializations

Lakeland University  
BA Business Management

University of Phoenix  
BS Management

UW-Oshkosh  
BS Human Services Leadership

UW-Stout  
BS Management

For more information and additional opportunities, visit [mstc.edu/transfer](http://mstc.edu/transfer).

EARN A BACHELOR'S DEGREE

**BUSINESS MANAGEMENT**  
ASSOCIATE IN APPLIED SCIENCE  
63-65 CREDITS

START YOUR CAREER

**CAREER OPTIONS**  
Account Executive  
Department Supervisor  
Office Manager

START YOUR CAREER

**CAREER OPTIONS**  
Business Owner  
Entrepreneur  
Founder/CEO

**ENTREPRENEURSHIP**  
TECHNICAL DIPLOMA  
30 CREDITS

START YOUR CAREER

**CAREER OPTIONS**  
HR Generalist  
HR Recruitment Coordinator  
Job Analyst

**HUMAN RESOURCES**  
TECHNICAL DIPLOMA  
27 CREDITS

START YOUR CAREER

**CAREER OPTIONS**  
Project Manager  
Implementation Manager  
Project Leader

**PROJECT MANAGEMENT**  
TECHNICAL DIPLOMA  
24-25 CREDITS

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

College Credit • Dual Credit  
Military Experience • Work Experience  
Learn about Credit for Prior Learning at [mstc.edu/cpl](http://mstc.edu/cpl).

**BEGIN AT ANY POINT  
IN THE PATHWAY**

## OTHER OPTIONS

### RELATED PROGRAMS

- Administrative Professional
- Customer Relationship Professional
- Medical Office Specialist
- Office Support Specialist

**PROGRAM OUTCOMES**

Employers will expect you, as a Human Resources graduate, to be able to:

- Direct individuals and/or processes to meet organizational goals.
- Control business processes.

**TECHNICAL SKILLS ATTAINMENT**

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in their final few courses of the program.

**NOTES:**

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**STUDENT HANDBOOK**

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State’s student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State’s Student Code of Conduct, and technology.

**GRADUATION REQUIREMENT**

The GPS for Student Success course is required for all Mid-State students and must be completed prior to obtaining 12 credits. (Not counted in the total credit value for this program.)

**GPS for Student Success**

**10890102 ..... 1 credit**  
 Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course must be completed prior to obtaining 12 credits and as a graduation requirement.

**ADDITIONAL COURSES AS NEEDED**

The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

**Intro to College Reading**

**10838104 ..... 2 credits**  
 Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

**Intro to College Writing**

**10831103 ..... 3 credits**  
 Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.  
*Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.*

**Pre-Algebra**

**10834109 ..... 3 credits**  
 Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.  
*Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of “S.” (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)*

## SAMPLE FULL-TIME CURRICULUM OPTION

<b>Term</b>		<b>15 credits</b>
10102110	Employment Law	3
10102138	Organizational Behavior	3
10103106	Microsoft Office-Introduction	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

<b>Term</b>		<b>12 credits</b>
10102121	Finance and Budgeting	3
10196191	Supervision	3
10801136	English Composition 1	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

**Total credits 27**

## SAMPLE PART-TIME CURRICULUM OPTION

<b>Term</b>		<b>9 credits</b>
10102121	Finance and Budgeting	3
10103106	Microsoft Office-Introduction	3
10809122	Intro to American Government <b>-or-</b>	
10809172	Introduction to Diversity Studies <b>-or-</b>	
10809196	Intro to Sociology	3

<b>Term</b>		<b>9 credits</b>
10102110	Employment Law	3
10102138	Organizational Behavior	3
10801136	English Composition 1	3

<b>Term</b>		<b>9 credits</b>
10196191	Supervision	3
10196193	Human Resource Management	3
10801196	Oral/Interpersonal Communication <b>-or-</b>	
10801198	Speech	3

**Total credits 27**

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/classfinder](http://mstc.edu/classfinder).

## NOTES:

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## Employment Law

**10102110.....3 credits**

Introduces a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. Includes laws relating to anti-discrimination, including the Civil Rights Act, ADEA, and ADA; wage and hour regulation, including FLSA; employer-provided pensions, including ERISA; health insurance, including COBRA and ACA; and unemployment and worker's compensation insurance.

## English Composition 1

**10801136.....3 credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing, and revising are applied through a variety of activities. Students analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals develop critical reading skills through analysis of various written documents.

*Prerequisite: High School GPA of 3.0 or Accuplacer Writing of 262 or ACT of 20 or Intro to College Writing 10-831-103 with a grade of "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements. Proficiency in word processing skills recommended.*

## Finance and Budgeting

**10102121.....3 credits**

For the nonfinancial manager, this course introduces the language of accounting, finance, and budgeting. Provides an overview of the use and analysis of financial statements. Business planning and the foundations and development of budgets are explored. Business financing basics and the securing of necessary financing for a business are covered. Practical application of financial statement creation and analysis, budgetary activities, and finance calculations are included.

## Human Resource Management

**10196193.....3 credits**

Applies skills and tools necessary to perform human resource functions in an organization. Each learner demonstrates skill in following EEOC laws; writing job descriptions; recruiting, selecting, and orienting employees; developing policies and procedures; developing and conducting training; designing performance appraisal plans; developing employee development plans; and selecting compensation and benefit strategies.

## Intro to American Government

**10809122.....3 credits**

Introduces American political processes and institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties, and public opinion in the political process. Also explores the role of state and national government in our federal system.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Intro to Sociology

**10809196.....3 credits**

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions of family, politics, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, and social organization.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Introduction to Diversity Studies

**10809172.....3 credits**

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237 or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## Microsoft Office-Introduction

**10103106.....3 credits**

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing knowledge of computer concepts, Windows Explorer, and Internet usage. Students should possess basic keyboarding, mouse, and Windows 10 skills. Students may develop these skills in the LiNK while concurrently enrolled in this course.

## **Oral/Interpersonal Communication**

**10801196 .....3 credits**

Focuses upon developing speaking, verbal, and non-verbal communication, and listening skills through individual presentations, group activities, and other projects.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading Skills of 236, Writing of 237, or ACT of 15 Reading/16 Writing. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## **Organizational Behavior**

**10102138.....3 credits**

This course assists the learner in becoming a more effective co-worker, team member and organizational citizen through an understanding of the key principles of how people behave within organizations and in turn, predict and influence future behavior. As a result, the learner will analyze organizational structures, assess organizational culture, analyze leadership types and styles, apply conflict resolution strategies, explore power relationships, implement change management techniques, demonstrate effective team management and describe the ingredients of diversity as these aspects are related to people's behavior in organizations.

## **Speech**

**10801198 .....3 credits**

Explores the fundamentals of effective oral presentation to small and large groups. Topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process, form the basis of this course. Bring transcripts for further evaluation if they do not meet these requirements.

*Prerequisite: High School GPA of 3.0 or Accuplacer Reading of 253, Writing of 262, or ACT of 21 Reading/19 Writing, or completion of Intro to College Writing and/or Intro to College Reading with a "C" or better or equivalent. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.*

## **Supervision**

**10196191 .....3 credits**

Applies skills and tools necessary to perform the functions of a contemporary frontline leader. Students engage in operational planning, analyze organizational structures, review the staffing process, employ techniques to enhance employee personal and group effectiveness, and develop control techniques to measure effectiveness in the above areas.