HUMAN RESOURCES

Program Number: 10-116-1
Associate of Applied Science Degree
Campus: Beaver Dam, Fond du Lac, West Bend, Online
This program is eligible for financial aid (http://www.morainepark.edu/financial-aid/)

No two days are the same in the human resources field, from problem solving to helping others succeed, to navigating the ever-changing employment laws. An associate degree in Human Resources from Moraine Park Technical College can help you get started in a career you'll love.

About the Program

The Human Resources Associate of Applied Science degree at Moraine Park sets students up for a successful HR career by laying a strong foundation in communication, human relations and business fundamentals. Students learn to recruit, hire, and onboard new team members, maintain personnel records, coordinate compensation and benefit programs, and administer safety programs. They are equipped to support managers as they lead and motivate employees. Graduates are prepared for a variety of roles within Human Resources and Talent Development including recruitment, training, onboarding, as well as compensation and benefits roles.

What You'll Learn

Students gain hands-on human resources experience, learning how to create an organizational workforce plan, develop training programs, examine HRIS applications, organizational engagement programs, incorporate employment law into business practices and foster effective employee relations.

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (https://www.morainepark.edu/transfer-to-a-four-year-college/) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/) steps details

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (https://www.morainepark.edu/academics/credit-for-prior-learning/) page for more information.

Approximate Costs

Tuition

Occupational

- $157.45 per credit (resident)
- $236.18 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- $196.05 per credit (resident)
- $294.08 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- $6.00 minimum per course Material Fee
- $14.17 per-credit Supplemental Fee for Undergraduate courses
- $4.50 per term mandatory Student Accident Insurance Fee

Please refer to Cost of Tuition and Fees (https://catalog.morainepark.edu/billing/cost/) for additional enrollment fee information.

Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (https://studentaid.gov/h/apply-for-aid/fafsa/)) is received.

Several factors influence the total cost of your degree, including enrollment fees, the number of credits required, textbooks and equipment. Financial aid (https://www.morainepark.edu/pay-for-college/financial-aid/) can assist with those costs.

Course Requirements

Course	Title	Credits
Semester 1		
103-159	Computer Literacy - Microsoft Office	1
106-182	Information Management	3
116-130	Introduction to Human Resources	3
801-136	English Composition 1	3
890-101	College 101	2
Social Science Course (https://catalog.morainepark.edu/program-information/general-education/behavioral-social-science/)		3
	Credits	**15**
Semester 2		
101-141	Payroll Accounting	3
102-115	Business and Employee Relations	3
116-150	Human Resource Management	3
116-152	Orientation and Training	3
116-154	Recruiting and Hiring	3

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196-136	Safety in the Workplace	3
	Credits	**18**
Semester 3		
102-120	Principles of Management	3
106-135	Business Media Management	3
196-134	Legal Issues in the Workplace	3
Mathematics Course (https://catalog.morainepark.edu/program-information/general-education/mathematics/)		3
Behavioral Science Course (https://catalog.morainepark.edu/program-information/general-education/behavioral-social-science/)		3
	Credits	**15**
Semester 4		
105-150 or 105-152	Business Practice Firm or Business Practicum	3
116-156	Compensation and Benefits	3
196-164	Personal Skills for the Workplace	3
Communication Course (https://catalog.morainepark.edu/program-information/general-education/communications/)		3
Social Science Course (https://catalog.morainepark.edu/program-information/general-education/behavioral-social-science/)		3
	Credits	**15**
	Total Credits	**63**

Program Outcomes

- Create an organizational workforce plan.
- Develop training programs.
- Examine organizational tool reward programs.
- Incorporate employment law into business practices.
- Facilitate effective employee relations.

Pathways

- Human Resources Associate Degree (p. 1)
  - Human Resources Assistant Certificate (https://catalog.morainepark.edu/program-information/programs/human-resources-assistant-certificate/)

Earn a certificate and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Human Resource Management
- Human Resources Generalist
- Recruiter and Talent Acquisition
- Human Resource Training and Development
- Human Resource Coordinator
- Benefits Specialist

Estimated Salary Range

Average annual salaries for local workers in this career field range from $39,324 (entry level) to $66,661 (experienced worker).

Salary range estimates are based on wages for related occupations in the Moraine Park District as reported by Lightcast. Individual wages vary based on experience, industry, location and specific job requirements.

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