

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

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/academics/transfer-information/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

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

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

Approximate Costs

Tuition

Occupational

- \$146.20 per credit (resident)
- \$219.30 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

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

Student Fees

- \$4.50 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) 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. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

While attending Moraine Park during the 2023-24 school year, your estimated cost of attendance for one full year includes tuition of \$4,375 (15 credits for fall and spring semester), fees of \$338, food and housing of \$4,052 (if living with parents, \$9,614 if living on your own), books and supplies of \$2,061, personal expenses of \$2,245, and transportation of \$2,007 for a total of \$15,161. Your direct costs (those costs paid directly to the college) include tuition & fees. The indirect costs (costs not paid to the college) can vary from individual to individual and your own personal needs.

Course Requirements

Course	Title	Credits
Semester 1		
102-110	Introduction to Business	3
103-159	Computer Literacy - Microsoft Office	1
106-182	Information Management	3
196-193	Human Resource Management	3
801-136	English Composition 1	3
890-101	College 101	2
Credits		15
Semester 2		
101-141	Payroll Accounting	3

102-115	Business and Employee Relations	3
116-152	Orientation and Training	3
116-154	Recruiting and Hiring	3
196-136	Safety in the Workplace	3
Communication Course (https://catalog.morainepark.edu/academic-programming/general-education/communications/)		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/academic-programming/general-education/mathematics/)		3
Behavioral Science Course (https://catalog.morainepark.edu/academic-programming/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
Social Science Course (https://catalog.morainepark.edu/academic-programming/general-education/behavioral-social-science/)		3
Social Science Course (https://catalog.morainepark.edu/academic-programming/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/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

Statewide Median Salary for Recent Graduates

\$42,250