

HUMAN RESOURCES

Associate in Applied Science (AAS)

Program Code: 10-116-1

Total Credits: 61-62

The Human Resources associate degree program is designed to provide students with a comprehensive skill set tailored to meet the demands of the modern human resources landscape. Graduates will acquire new skills in specialized areas crucial for effective human resources (HR) management, including recruitment, hiring, training and development; employee records management; and compensation and benefits administration. Students will also explore key aspects of HR operations such as employment law, occupational safety and health, equal employment opportunity, wage management, healthcare administration, family leave policies, and retirement plans. With a strong emphasis on practical application and theoretical understanding, graduates will be well-equipped to navigate the complexities of the HR profession and make valuable contributions to any organization. Mid-State's program offers a dynamic learning environment that goes beyond traditional classroom instruction. Students will engage in hands-on experiences and simulations to reinforce learning and prepare for real-world challenges. Our state-of-the-art facilities and technology-equipped classrooms provide the tools and resources needed to excel in your studies and prepare for a successful career in HR. You will have the option to take courses in person or fully virtually.

To learn more about this program, visit mstc.edu/programs.

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.

NEW STUDENT CHECKLIST

Complete the following steps to prepare for your New Student Advising appointment with your academic advisor:

- Submit a Mid-State application at mstc.edu/apply.
- Send official transcripts to:
Mid-State Technical College
Student Services
500 32nd Street North
Wisconsin Rapids, WI 54494
- Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Mid-State's Financial Aid team is available to assist with your FAFSA application and to answer your financial aid questions. Contact Financial Aid or schedule an appointment at mstc.edu/financial-aid.
- Set up student MyCampus account at mstc.edu/mycampus-assistance.
- Schedule a New Student Advising appointment at mstc.edu/advising.

mstc.edu • 888-575-6782 • TTY: 711



Adams Campus • Marshfield Campus • Stevens Point Downtown Campus • Wisconsin Rapids Campus • Virtual Campus • AMETA® Center

Mid-State does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program, activity, or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President – Human Resources; 500 32nd Street North, Wisconsin Rapids, WI 54494; 715-422-5325 • AAEO@mstc.edu. 3/2026-AC

CAREER PATHWAY



Career pathways help you build your education step by step. Each stage offers one or more credentials that are recognized by employers and lead to real jobs—and you can keep building toward your career goals as you go.

Begin at any point.

Prior Learning

Credit for Prior Learning

- Certifications and Licenses
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.

High School Credit

- High School Dual Credit
- Mid-State Fast Track

Learn about High School Credit at mstc.edu/dc.

Certificate

- Business Communications Foundations (9 Credits)
- Human Resources Financial Foundations (6 Credits)
- Human Resources Foundations (6 Credits)
- Human Resources Talent Development (6 Credits)
- Supervision Foundations (6 Credits)

Technical Diploma

- Human Resources Assistant (33 Credits)
Start Your Career: Human Resources Generalist, Human Resources Recruitment Coordinator, Job Analyst

Associate Degree

- Human Resources (61-62 Credits)
Start Your Career: Compensation, Benefits, and Job Analysis Specialist, Human Resources Specialist, Payroll/Benefits Specialist, Staffing Administrator, Training and Development Specialist

Bachelor's Degree

For those interested in continuing their education, Mid-State offers transfer guides with various four-year colleges and universities. For more information, visit mstc.edu/transfer.

Other Options

Related Programs: Business Management, Customer Relationship Professional, Entrepreneur, Leadership Development, Office Support Specialist, Project Management

OUTCOMES

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

- Design an organizational workforce plan.
- Develop training programs.
- Analyze organizational total rewards programs.
- Incorporate employment law into business practices.
- Apply employee relations techniques.

TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure 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. Faculty will let students know when and how the TSA is being assessed in the program.

STUDENT HANDBOOK

Visit 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 program students and is recommended to be completed before obtaining 12 credits. Some students are exempt from this requirement. Please see your academic advisor for more information.

ADDITIONAL COURSES AS NEEDED

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

College Reading and Writing 1

10831104

3 credits

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

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.

MULTIPLE MEASURES

Students can place into courses using high school GPA and completed classes. Placement can be determined in the following ways:

- **Multiple Measures Writing (MMW)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school writing courses with a "C" or better
- **Multiple Measures Reading (MMR)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school literature courses with a "C" or better
- **Multiple Measures Math 1 (MMM_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school math (Algebra 1 or equivalent) with a "C" or better
- **Multiple Measures Math 2 (MMM_2)**
High school GPA of 2.6 & successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a "C" or better
- **Multiple Measures Science 1 (MMS_1)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school lab science course with a "C" or better
- **Multiple Measures Science 2 (MMS_2)**
High school GPA of 2.6 & successful completion of 1.0 credit of high school chemistry with a "C" or better

Past high school and college transcripts are used in making course placement decisions.

SAMPLE FULL-TIME CURRICULUM OPTION

Human Resources • 61-62 Total Credits

Term 17 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10103106	Microsoft Office-Introduction	Yes	3
	10106106	Quality Customer Service	Yes	3
	10196190	Leadership Development	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 16 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102110	Employment Law	No	3
	10102230	Business Communities	No	1
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3

Term 13-14 Credits	Course Number	Course Name	CPL	Credits
	10102233	Negotiation Skills	No	1
	10196135	Conflict Resolution	No	3
	10196163	Managing Risk & Safety	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3
	10809195	Economics	Yes	3

Term 15 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10116153	Compensation and Benefits	No	3
	10116154	Recruiting and Hiring	No	3
	10196171	Organizational Development	Yes	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Please Note

- Credit for Prior Learning (CPL) options are available for some courses. You can visit mstc.edu/cpl or contact your academic advisor for details.
- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- This program can be completed entirely online.
- Program completion time may vary based on student scheduling and course availability. For details, go to mstc.edu/schedule.
- Get the latest updates online at mstc.edu.

SAMPLE PART-TIME CURRICULUM OPTION

Human Resources • 61-62 Total Credits

Term 8 Credits	Course Number	Course Name	CPL	Credits
	10102231	Business Networking	No	1
	10106106	Quality Customer Service	Yes	3
	10801196 or 10801198	Oral/Interpersonal Communication or Speech	Yes	3
	10890102	GPS for Student Success	Yes	1

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10103106	Microsoft Office-Introduction	Yes	3
	10196190	Leadership Development	Yes	3
	10801195 or 10801136	Written Communication or English Composition 1	Yes	3

Term 7 Credits	Course Number	Course Name	CPL	Credits
	10101140	Accounting 1	Yes	3
	10102110	Employment Law	No	3
	10102230	Business Communities	No	1

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10196191	Supervision	Yes	3
	10196193	Human Resource Management	Yes	3
	10809172 or 10809196 or 10809122	Introduction to Diversity Studies or Introduction to Sociology or Introduction to American Government	Yes	3

Term 7-8 Credits	Course Number	Course Name	CPL	Credits
	10102233	Negotiation Skills	No	1
	10196163	Managing Risk & Safety	Yes	3
	10804107 or 10804118 or 10804189	College Mathematics or Intermediate Algebra with Applications or Introductory Statistics	Yes	3 or 4 or 3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10196135	Conflict Resolution	No	3
	10809195	Economics	Yes	3

Term 9 Credits	Course Number	Course Name	CPL	Credits
	10101120	Payroll Accounting	Yes	3
	10116153	Compensation and Benefits	No	3
	10809198 or 10809188	Introduction to Psychology or Developmental Psychology	Yes	3

Term 6 Credits	Course Number	Course Name	CPL	Credits
	10116154	Recruiting and Hiring	No	3
	10196171	Organizational Development	Yes	3

Accounting 1

10101140

3 credits

A beginning course designed especially for majors or those who need a strong foundation in accounting principles. Develops the accounting cycle of journaling, posting, adjusting, closing, and reporting. Also emphasizes service and merchandising sole proprietorships in developing the accounting cycle. Explores issues for accounting for cash, accounts and notes receivable, inventories, and fixed assets.

Business Communities

10102230

1 credit

This course provides students with a comprehensive understanding of how different business communities operate, how they contribute to economic ecosystems, and how learners can participate effectively. This course will explore the dynamics, structures, and strategies involved in various professional associations, including local, global, industry-specific, and online communities.

Business Networking

10102231

1 credit

This course will equip students with the knowledge, strategies, and practical techniques to build, nurture, and leverage professional relationships for personal and organizational success. Through a combination of classroom instruction, interactive exercises, and simulated practice, this course will empower students to enhance their networking abilities, expand their professional circles, and create valuable connections.

College Mathematics

10804107

3 credits

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 250 and QAS 234 or ACT Math score of 17 or Pre-Algebra 10834109 with a "C" or better

Compensation and Benefits

10116153

3 credits

Focuses on the compensation and benefit elements that comprise total compensation. This course covers base pay, merit pay, and variable pay programs and examines such benefits as government regulation, group welfare plans, pension plans and flexible benefit plans.

Conflict Resolution

10196135

3 credits

Students will apply different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. Students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

Developmental Psychology

10809188

3 credits

Studies human development throughout the lifespan and explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills enable students to gain an increased knowledge and understanding of themselves and others.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Economics

10809195

3 credits

Provides an overview of how a market-oriented economic system operates and surveys the factors that influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

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

Learners develop and apply skills in all aspects of the writing process. Through a variety of learning activities and written documents, learners employ rhetorical strategies, plan, organize and revise content, apply critical reading strategies, locate and evaluate information, integrate and document sources, and apply standardized English language conventions.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or Accuplacer Reading 253 or ACT English score of 20 or ACT Reading 21 or completion of College Reading and Writing 1 10831104 with a "C" or better

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 is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

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.

Intermediate Algebra with Applications

10804118

4 credits

This course offers algebra content with applications. Topics include properties of real numbers; order of operations; algebraic solution for linear equations and inequalities; operations with polynomial and rational expressions; operations with rational exponents and radicals; and algebra of inverse, logarithmic, and exponential functions.

Prerequisite: High School GPA of 2.6 and MMM_1 or Accuplacer Arithmetic of 263 and QAS 234 or ACT Math score of 19 or QAS of 245 or Pre-Algebra 10834109 with a "C" or better.

Introduction 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 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Diversity Studies

10809172

3 credits

This course introduces the study of diversity from a local to a global perspective using a holistic, interdisciplinary approach that encourages exploration and prepares students to work in a diverse environment. The course introduces basic diversity concepts, examines the impact of bias and power differentials among groups, explores the use of culturally responsive communication strategies, and compares forces that shape diversity in an international context.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction to Psychology

10809198

3 credits

This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introduction 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, social organization, and workplace issues.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Introductory Statistics

10804189

3 credits

Students taking Introductory Statistics display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Algebra knowledge and foundational skills in mathematics are important for success in this course.

Prerequisite: High School GPA of 2.6 and MMM_2 or Accuplacer QAS 241 or ACT Math score of 19 or Pre-Algebra 10834109 or College Math 10804107 with a "C" or better

Leadership Development

10196190

3 credits

Applies skills and tools necessary to fulfill their role as a modern leader. Each learner evaluates personal leadership effectiveness, use individual and group motivation strategies, implement mission and goals, demonstrate ethical behavior, adapt personal leadership style to worker readiness, use power, facilitate employee development, coach, manage change, and resolve conflict.

Managing Risk & Safety

10196136

3 credits

This course is designed for students to understand the basic concepts of risk assessment, risk mitigation, workplace hazards, and safety practices. Students will examine personal, physical, environmental, and virtual safety policies and practices as part of this course.

Microsoft Office-Introduction

10103106

3 credits

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint, and Outlook) while reinforcing the students' knowledge of computer concepts, Windows Explorer, and web usage. This course prepares students for the Associate level MOS Certification exams for Word, Excel, PowerPoint, and Outlook. Students should possess basic keyboarding, mouse, and Windows 11 skills. Students may develop these skills in the Academic Learning Center while concurrently enrolled in this course.

Negotiation Skills

10102233

1 credit

This course explores the principles, strategies, and practical applications of negotiation in a variety of contexts, from business transactions to interpersonal relationships. Learners will gain the confidence and expertise required to navigate complex negotiations successfully.

Oral/Interpersonal Communication

10801196

3 credits

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English or College Reading and Writing with a C or better

Organizational Development

10196171

3 credits

Develop skills to lead organizational development strategies to achieve greater effectiveness, including creating psychologically safe environments, alignment with mission, vision, and values, and engaging employee populations. Skills developed include fostering healthy organizational cultures, collecting, analyzing, and assessing organization development data; developing organizational strategic plans, and employee motivation, engagement, work design, human resources, and organization environment; with special attention paid to leading and managing the implementation of these plans.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 236 and Writing of 237 or ACT of 15 Reading/16 English

Payroll Accounting

10101120

3 credits

Develops a working knowledge of payroll legislation, payroll records, and payroll accounting. Payroll accounting is accomplished through manual methods and automated methods.

Corequisite: Microsoft Office-Introduction 10103106

Quality Customer Service

10106106

3 credits

Addresses sensitivity in communicating with customers and co-workers. Includes international communications, teamwork, working relationships, and telephone skills.

Recruiting and Hiring

10116154

3 credits

Focuses on recruitment, selection and hiring practices. This course examines what today's workforce expects and how to efficiently use the recruitment budget. All steps of the hiring process are reviewed. This material supplements the legal aspects of the employment process.

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. Includes informative, persuasive, and occasion speech presentations.

Prerequisite: High School GPA of 2.6 and MMR and MMW or Accuplacer Reading Skills of 253 and Writing of 262 or ACT of 21 Reading/19 English or completion of College Reading and Writing 1 10831104 with a "C" or better

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.

Written Communication

10801195

3 credits

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments are designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.

Prerequisite: High School GPA of 2.6 and MMW or Accuplacer Writing of 262 or ACT English score of 20 or completion of College Reading and Writing 1 10831104 with a "C" or better