

Individualized Technical Studies Human Resources Associate Degree Program

A Personal Planning Guide

**Chippewa Valley
Technical College**

**www.cvtc.edu
1-800-547-CVTC**

Table of Contents

| | |
|--|---|
| Table of Contents | 2 |
| Welcome | 3 |
| Individualized Technical Studies Process Checklist | 4 |
| Career Outcome Statements | 5 |
| Statement of Need | 6 |
| Curriculum Template | 7 |
| Academic Planner | 8 |

**Welcome to
Chippewa Valley Technical College's
Individualized Technical Studies Associate Degree Program
Human Resources**

Individualized Technical Studies Degree-Human Resources

The Individualized Technical Studies Degree is intended for currently employed individuals who have a specified career objective which cannot be met by the colleges existing degree programs. By combining courses from two or more major areas of study, the student, along with an occupational advisor, designs an occupational degree program into a unique Associate Degree.

Two objectives of the Individualized Technical Studies Degree are to:

1. Provide flexibility in order to meet the educational needs of individuals based on their particular career goals within the Human Resources profession;
2. Emphasize the individual's career goals which cannot be achieved through enrollment in a single instructional program currently available at the college.

This packet has been prepared to assist you in the development of your individual program. Since this is an individualized program, time of completion is dependent on course selection, course availability, and your individual schedule.

Your first step is to contact Jerry Moldenhauer, Counselor, at (715) 833-6346 or e-mail at jmoldenhauer@cvtc.edu.

Individualized Technical Human Resources Studies Process Checklist

This process checklist will serve to support you in planning your Individualized Technical Studies Associate Degree Program.

1. Submit a completed WTCS Application for Admission to the Admissions Office at CVTC, 620 W. Clairemont Avenue, Eau Claire, WI 54701-6162.
2. Pay the \$30 application processing fee.
3. Education requirement: Applicant must be a high school graduate, or have completed the High School Equivalency Diploma (HSED) or the General Education Development Certificate (GED).
4. Complete COMPASS pre-entry assessment. Compass is an un-timed, computerized test of reading, writing and pre-algebra. Scores are used for advisement purposes.
 - To schedule a testing appointment: For more information and to schedule a COMPASS appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> .
Testing Fee: \$20.
 - If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882, Ext. 6346 or 715-833-6346.
5. Contact Counseling Services at (715) 833-6346 to schedule an appointment with Jerry Moldenhauer, Program Counselor, to initiate your program plan.
6. In consultation with the Counselor, begin the process setting up your academic plan and submitting the proper documentation for admissions.

**Individualized Technical Studies
Human Resource Management
Chippewa Valley Technical College**

Career Outcome Statements

(Skills, abilities, and knowledge required for success in your chosen career.)

Career Goal: Human Resource Professional

After completion of this program, I will be able to:

1. Apply an understanding of the interviewing/selection process.
2. Advise supervisors/managers on employment related matters.
3. Prepare human resources reports using appropriate computer software.
4. Apply a basic understanding of health/safety in the workplace.
5. Identify situations that are in violation of the EEOC.
6. Apply and/or monitor appropriate payroll procedures.
7. Have an understanding of labor law relations.
8. Understand effective compensation strategies.
9. Develop a training plan.
10. Implement good recruitment and retention strategies.
11. Write and monitor human resource policies and procedures.
12. Understand and apply good supervision and leadership techniques.

Student Name: _____

Student Signature: _____

Counselor Signature: _____

Date: _____

**Individualized Technical Studies
Human Resource Management
Chippewa Valley Technical College**

Statement of Need

The profession of Human Resource Management requires a wide range of very specific competencies. To develop in this profession, I will need to become proficient in all areas of the career outcome statements.

At the present time, Chippewa Valley Technical College does not have a specific program in Human Resource Management. I, therefore, wish to apply for the Individualized Technical Studies Associate Degree to specialize in Human Resource Management.

Student Name: _____

Student Signature: _____, Date _____

Individualized Technical Studies
Human Resource Management
 Associate Degree

| Course Number | Course Title | Cr. | Prerequisite(s)/ Comments |
|-------------------------------|---|-----|------------------------------|
| <u>Core Courses</u> | | | |
| 101-111 | Accounting I | 4 | |
| 101-121 | Payroll Accounting | 2 | 101-111 |
| 102-131 | Introduction to Business | 3 | |
| 103-102 | Microsoft Office Suite | 2 | |
| 196-110 | Managing of Employee Benefits* | 3 | |
| 196-111 | Performance Management and Employee Reward Systems* | 3 | |
| 196-112 | Training Systems* | 3 | |
| 196-113 | Human Resource Law* | 3 | |
| 196-114 | Recruitment and Selection* | 3 | |
| 196-134 | Legal Issues for Supervisors | 3 | 196-163 or concurrent |
| 196-136 | Safety in the Workplace | 3 | 196-163 or concurrent |
| 196-163 | Personal Skills for Supervisors | 3 | |
| 196-190 | Leadership Development | 3 | 196-191 and 196-193 |
| 196-191 | Supervision | 3 | 196-163 or concurrent |
| 196-192 | Managing for Quality | 3 | 196-163 or concurrent |
| 196-193 | Human Resource Management | 3 | 196-163 or concurrent |
| <u>General Studies</u> | | | |
| 801-195 | Written Communications | 3 | |
| 801-196 | Oral/Interpersonal Communications | 3 | |
| 804-106 | Introduction to College Mathematics OR | 3 | |
| 809-172 | Race, Ethnic and Diversity Studies | 3 | |
| 809-195 | Economics | 3 | |
| 809-196 | Introduction to Sociology | 3 | |
| 809-198 | Introduction to Psychology | 3 | |

TOTAL CREDITS REQUIRED = 68 2.0 MINIMUM PROGRAM CUMULATIVE GPA REQUIRED FOR GRADUATION

If a student does not enroll in any courses at CVTC for two or more consecutive semesters, the student will be required to reapply with Admissions. Students must abide by any changes in admission requirements and degree requirements.

Many courses are offered in distance format through CVTC.

*Course is not eligible for financial aid, please consult with program counselor.

**Human Resource Management
Individualized Technical Studies Associate Degree**

Curriculum Template

| Semester 1 | <u>Course Number</u> | <u>Course Title</u> | <u>Credits</u> |
|------------|----------------------|--|----------------|
| | 102-132 | It's Strictly Business (Contemporary Business) | 3 |
| | 801-196 | Oral/Interpersonal Communications | 3 |
| | 804-101 | Business Math 105 | 3 |
| | * MATH 123 | Finite Math | 3 |
| | 801-195 | Written Communications | 3 |
| | 196-163 | Personal Skills for Supervisors | 3 |
| | | Total | 15 |
| | | | |
| Semester 2 | <u>Course Number</u> | <u>Course Title</u> | <u>Credits</u> |
| | 809-195 | Economics | 3 |
| | 196-136 | Safety in the Workplace | 3 |
| | 103-102 | Microsoft Office Suite | 2 |
| | 101-111 | Accounting I | 4 |
| | 809-198 | Introduction to Psychology | 3 |
| | 196-191 | Supervision | 3 |
| | | Total | 18 |
| | | | |
| Semester 3 | <u>Course Number</u> | <u>Course Title</u> | <u>Credits</u> |
| | 196-190 | Leadership Development | 3 |
| | 101-121 | Payroll Accounting | 2 |
| | * PSYCH 485 | Recruitment & Selection of Human Resources | 3 |
| | 809-196 | Introduction to Sociology | 3 |
| | 196-193 | Human Resource Management | 3 |
| | | Elective | 3 |
| | | Total | 17 |
| | | | |
| Semester 4 | <u>Course Number</u> | <u>Course Title</u> | <u>Credits</u> |
| | * FRHRD 360 | Training Systems in Bus. & Ind. | 3 |
| | * PSYCH 403 | Management of Employee Reward Systems | 3 |
| | 196-134 | Legal Issues for Supervisors | 3 |
| | 196-192 | Managing for Quality | 3 |
| | | Elective | 3 |
| | | Total | 15 |
| | | Total Credits | 65 |

Many courses are offered in distance format through CVTC

* UW-Stout classes- To register for UW_ Stout classes, please contact your CVTC program counselor.

03/23/04

ACADEMIC PLANNER

Student _____ **Program(s)** _____

| Term: | | | Term: | | |
|----------------------|----------|-----|----------------------|----------|-----|
| Course Title | Course # | Cr. | Course Title | Course # | Cr. |
| 1 | | | 1 | | |
| 2 | | | 2 | | |
| 3 | | | 3 | | |
| 4 | | | 4 | | |
| 5 | | | 5 | | |
| 6 | | | 6 | | |
| 7 | | | 7 | | |
| Total Credits | | | Total Credits | | |
| Term: | | | Term: | | |
| Course Title | Course # | Cr. | Course Title | Course # | Cr. |
| 1 | | | 1 | | |
| 2 | | | 2 | | |
| 3 | | | 3 | | |
| 4 | | | 4 | | |
| 5 | | | 5 | | |
| 6 | | | 6 | | |
| 7 | | | 7 | | |
| Total Credits | | | Total Credits | | |
| Term: | | | Term: | | |
| Course Title | Course # | Cr. | Course Title | Course # | Cr. |
| 1 | | | 1 | | |
| 2 | | | 2 | | |
| 3 | | | 3 | | |
| 4 | | | 4 | | |
| 5 | | | 5 | | |
| 6 | | | 6 | | |
| 7 | | | 7 | | |
| Total Credits | | | Total Credits | | |