

**HUMAN RESOURCES  
ADVANCED TECHNICAL CERTIFICATE**

**goal setter**

**detail oriented**

**good with numbers**

**analytical**

# Human Resources Advanced Technical Certificate

Advanced Technical Certificate: 98-196-1  
Campus: Beaver Dam and Fond du Lac

## Description

This certificate focuses on the skills required to specialize in the field of human resources management. Four courses complete the series.

The four courses cover topics in employee communication, recognition and conflict resolution; methods to recruit and hire the best employees; tools for conducting orientation programs and training strategies; and various components of compensation and benefit packages.

Courses are offered weekends at the Beaver Dam and Fond du Lac campuses in an accelerated format and are designed for working adults. Classes meet for six weeks, four hours per week. Extensive out-of-class work is required.

Courses in this certificate can be customized for on-site company training.

## Outcomes

- Develop positive employee relations strategies and methods.
- Develop strategies and methods for orienting and training employees.
- Evaluate the factors used to determine a company's compensation and benefit plan.
- Explore recruitment, selection, and hiring strategies, policies and procedures.

## Career Opportunities

Many people interested in this certificate are already employed in the Human Resources field and may have already completed the Supervisory Management associate degree program. These classes provide additional educational and networking opportunities for employed adults.

Certificate can be obtained in two semesters. Weekend classes only.

## Admission Process

- Submit the college admission application.
- Submit the \$30 one-time fee.
- Meet with an admissions specialist to determine the best course sequencing (strongly encouraged).

## The Final Steps

When you are in the last semester of coursework, complete the graduation candidacy form and submit it with the \$25 fee to the Registration Office.

## Human Resources Advanced Technical Certificate 2007-2008 Curriculum

Course Number	Course Title	Credits
<b>Core Courses</b>		
196-151	Employee Relations	3
196-152	Orientation and Training	3
196-153	Compensation and Benefits	3
196-154	Recruiting and Hiring	<u>3</u>
	Total	12

For course descriptions, please visit our Web site at [www.morainepark.edu](http://www.morainepark.edu).