Human Resource Development Certificate

Certificate: 97-196-1

Campus: Beaver Dam, Fond du Lac, West Bend and Online

Description

This certificate establishes a foundation for developing employee effectiveness by focusing on the supervisor's role in understanding, communicating and implementing organizational policies. Coursework entails: employment law; skills and tools to enhance employee performance, motivation and development; and workplace safety and health programs.

This certificate allows students to take associate of applied science degree courses without the time commitment of a full-time program—the credits can later be applied toward an associate of applied science degree if the student desires. In addition, graduates or students currently enrolled in a program may find they have already completed some of the certificate's requirements.

These classes are offered in the accelerated format and are designed for employed 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

- Analyze employment law in the United States.
- Integrate the facets of the human resources function into an organization.
- Identify the supervisor's responsibility for maintaining a safe and productive workplace.

Career Opportunities

Many people interested in this certificate are presently employed in the Human Resource Development field. These classes provide formal education and networking for employed adults.

Admission Process

- Submit the college admission application.
- Submit the $30 one-time fee.
- Meet with an admissions specialist to determine the best course sequencing and prerequisites (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.

For additional information, visit
www.morainepark.edu

Beaver Dam
700 Gould Street
Beaver Dam, WI 53916-1994

Fond du Lac
235 North National Avenue
Fond du Lac, WI 54935-2884

920-924-3207

West Bend
2151 North Main Street
West Bend, WI 53090-1598

TTY 920-929-2109

1-800-472-4554

Moraine Park Technical College Is an Equal Opportunity/Access Employer and Educator.

Course Number	Course Title	Year Cr.	2009-2010 S	F	W	P	2010-2011 S	F	W	P
Core Courses										
196-134	Legal Issues for Supervisors	3								
196-136	Safety in the Workplace	3								
196-193	Human Resource Management	3								
	Total	9								

Schedule a Course

Academic Planner

Semester Codes: S - Summer F - Fall W - Winter P - Spring

For course descriptions, please visit our Web site at www.morainepark.edu.