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 Leadership Development associate of applied science 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 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	2009-2010				2010-2011			
Core Courses		Cr.	S	F	W	P	S	F	W	P
196-151	Employee Relations	3								
196-152	Orientation and Training	3								
196-153	Compensation and Benefits	3								
196-154	Recruiting and Hiring	3								
	Total	12								

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.