

HUMAN RESOURCES ASSISTANT CERTIFICATE

Program Number: 61-116-3

Certificate

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

This program is **not** eligible for financial aid

The Human Resources Assistant Certificate at Moraine Park Technical College is perfect for developing new or seasoned supervisors into effective leaders and coaches in a diverse workplace.

About the Program

The Human Resources Assistant Certificate is designed to prepare individuals for entry-level roles within the Human Resources area. This certificate is also helpful for current and new human resources professionals seeking to improve their effectiveness as a leader through better understanding, communicating and implementing of organizational policies.

What You'll Learn

Students in the Human Resources Assistant Certificate program learn about recruitment practices, payroll accounting, safety, and legal issues pertaining to employee relations and human resource management.

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 the Human Resources (<https://catalog.morainepark.edu/programs/human-resources-aas/>) Associate of Applied Science degree.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Semester 1		
101-141	Payroll Accounting	3
102-115	Business and Employee Relations	3
116-154	Recruiting and Hiring	3
196-136	Safety in the Workplace	3
196-193	Human Resource Management	3
Credits		15
Total Credits		15

Pathways

- Human Resources Associate Degree (<https://catalog.morainepark.edu/programs/human-resources/>)
 - Human Resources Assistant Certificate (p. 1)

Earn a certificate and associate degree along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

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