

# 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

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable**, **accessible** and **convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/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

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

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

## Approximate Costs

### Tuition

#### Occupational

- \$149.50 per credit (resident)
- \$224.25 per credit (out-of-state resident)

#### Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

### Student Fees

- \$5.00 minimum per course Material Fee
- \$12.50 per-credit Supplemental Fee for Undergraduate courses
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

## Course Requirements

Course	Title	Credits
Courses		
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
<b>Credits</b>		<b>15</b>
<b>Total Credits</b>		<b>15</b>

## 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.