MORAINE PARK
TECHNICAL COLLEGE
1-800-472-4554 | TTY/VP. Use Relay/VRS

TRAINING AND DEVELOPMENT ASSISTANT CERTIFICATE

Program Number: 61-196-7
Certificate
Campus: Beaver Dam, Fond du Lac, West Bend, Online
This program is **not** eligible for financial aid

The Training and Development Assistant Certificate at Moraine Park will provide students the knowledge and skillset to successfully train and manage projects within an organization.

About the Program

The Training and Development Assistant Certificate focuses on organizational development in business settings with an emphasis on training, project management and quality.

What You'll Learn

Coursework develops skills to manage staff behaviors and design processes, analyze problems and create solutions to manage projects. Students gain knowledge of concepts and tools to improve quality.

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 Leadership and Organizational Development (https://catalog.morainepark.edu/programs/leadership-organizational-and-development/) associate degree.

Transfer Opportunities

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

Visit the Transfer to a Four-Year College (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

Tuition

Occupational

- $146.20 per credit (resident)
- $219.30 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

- $4.50 minimum per course Material Fee
- $12.50 per-credit Supplemental Fee for Undergraduate courses
- $10 minimum per credit Online Course Fee (Fee suspended for 2023-2024)
- $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		
116-152	Orientation and Training	3
196-134	Legal Issues in the Workplace	3
196-168	Organizational Development	3
196-188	Project Management	3
196-192	Managing for Quality	3
	Credits	15
	Total Credits	**15**

Pathways

- Leadership and Organizational Development Associate Degree (https://catalog.morainepark.edu/programs/leadership-organizational-and-development/)
  - Principles of Management Certificate (https://catalog.morainepark.edu/programs/principles-of-management-certificate/)
  - Training and Development Assistant Certificate (p. 1)

Earn certificates and an 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 field of Human Resources Management. These classes offer specialized training while providing a formal education and networking for employed adults.