

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 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		
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.