

Human Resources Certificate

Program Number: 90-102-1

Certificate

Accounting and Finance Program Cluster

School of Business and Applied Arts

Program offered at Madison Campuses

For information call: (608) 246-6003 or
(800) 322-6282 Ext. 6003

About the Certificate

The Human Resource Certificate is a certificate program for individuals interested in maintaining or pursuing careers in human resources departments. The certificate is designed for updating and/or broadening the knowledge of employees in the field of human resources and for individuals desiring to enter the field. Note: No application is required.

Certificate Application Process

To apply, see: Apply Online (on the Madison College website). [Create an ApplyWeb account](#) and follow the [instructions](#) to complete the [Online Certificate Application](#) before the [application deadline](#). Submit the \$15 non-refundable fee (payable by credit card, debit card or electronic check) with your application. Applicants may submit more than one certificate application per term using the Online Certificate Application; the same fees apply for each additional application.

Unique Requirements for Completion

The certificate will be awarded upon completion of the requirements with a minimum of a 2.0 grade average and no course grade lower than a C. The certificate will be awarded when completion of all requirements is verified after the semester the last course has been completed.

Courses

10-102-145 Introduction to Human Resources 3 credits
Topics include: nature of human management, strategic human resource planning, issues in human resources, planning, equal employment opportunity, analyzing and staffing jobs, training and developing human resources.

10-102-147 Wage, Salary, and Benefits Administration 3 credits
Topics include: Basic systems and plans of compensating employees, incentives and executive compensation, principles and techniques in the administration of employee benefit programs.

10-102-148 Labor Relations 3 credits
Topics include: Employee rights and discipline, union-management relations, collective bargaining and grievance management, assessment systems.

10-102-168 Employment Law 3 credits
Topics include: Unemployment compensation laws, workers' compensation laws, hiring and firing practices, sexual harassment in the workplace, the Americans with Disabilities Act, and labor law basics under the National Labor Relations Act. Course examines current "black letter law" together with case decisions. Content is appropriate for persons whose career plans involve employee management.

Curriculum

Courses	Credits	Hrs/week	
		Lec	Lab
10-102-145 Introduction to Human Resources.....	3	3	0
10-102-168 Employment Law	3	3	0
10-102-147 Wage, Salary, and Benefits Administration.....	3	3	0
10-102-148 <u>Labor Relations</u>	<u>3</u>	<u>3</u>	<u>0</u>
Total	12		

Career Potential:

- Human Resources Assistant
- Human Resources Representative
- Human Resources Clerk
- Human Resources Coordinator
- Human Resources Technician

With additional education and/or experience, graduates may find employment as:

- Human Resources Specialist
- Human Resources Analyst
- Human Resources Manager

More detailed and updated information on this program may be available at: madisoncollege.org. The college reserves the right to make changes in the regulations and courses announced in this publication without notice.

*Madison Area Technical College provides equal opportunity in education and employment.
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