

HUMAN RESOURCES CERTIFICATION

Mandatory Certification Requirements – All courses/items in this top section must be successfully completed in order to receive this certification.

Completed	Course	Duration	Venue
	Fiscal Responsibility Internal Control	Self-paced	WBT
	Information Security Foundations	Self-paced	WBT
	Legal 101	3 hrs	Classroom
	Organizational Ethics	2.5 hrs	Classroom
	The Business of Fraud	4 hrs	Classroom
	Statement of Responsibility	Self-paced	WBT
	UK_100 IRIS Awareness & Navigation	Self-paced	WBT
	HR_200 Human Resources Overview	Self-paced	WBT
	IRIS/BW Electives – See below		Various
	Related Electives – See below		Various

IRIS/BW Electives – A minimum of 7 courses must be completed in this section.

Completed	Course	Duration	Venue
	BEX_300 BEx Web Reporting – and – BEX_300_A BEx Web Reporting Assessment	Self-paced	WBT
	BI_BOBJ_200 Business Objects/End Users	Self-paced	WBT
	FI_FES_315 FES Client Data Processing & Actions	4 hrs	Classroom
	HR_OM_320 Position Creation – and – HR_OM_321 Position Creation Assessment	Self-paced	WBT
	HR_PA_300 Personnel Administration	4 hrs	Classroom
	HR_PA_310 PA Actions – and – HR_PA_315 PA Actions Assessment	Self-paced	WBT
	HR_PA_340 Faculty Actions	Self-paced	WBT
	HR_TM_310 TM: CATS Time Entry – and – HR_TM_315 Time Management Assessment – and – HR_TM_320 TM: Variants & Reports – and – HR_TM_330 TM: Absence Quotas	Self-paced	WBT
	PBC_200 Position Budget Control	Self-paced	WBT

Related Electives – A minimum of 12 courses must be completed in this section.

Completed	Course	Duration	Venue
	Basics of Diversity	3.5 hrs	Classroom
	Communicating Across Cultures	3.5 hrs	Classroom
	Communicating With Success	3.5 hrs	Classroom
	Excel: Charts and Graphs	2 hrs	Classroom
	Excel: Functions and Filters	2.5 hrs	Classroom
	Excel: Introduction	2.5 hrs	Classroom
	Excel: Pivot Tables	2 hrs	Classroom
	Faculty Db Board Actions	3 hrs	Classroom
	Faculty Db Credentials – Course Level	2 hrs	Classroom
	Faculty Db Credentials – Program Level	2 hrs	Classroom
	Generations in the Workplace	3.5 hrs	Classroom
	Personal Decision Making	3.5 hrs	Classroom
	Preventing Discrimination and Harassment	Self-paced	WBT
	TA Database Credentials	2 hrs	Classroom
	Thinking Critically	3.5 hrs	Classroom