

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 5 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	6.5 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 9 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