

**17-196-9 MANAGEMENT CERTIFICATE  
2025-26 REQUIRED COURSES  
NORTHWOOD TECHNICAL COLLEGE**

**ASHLAND \*, NEW RICHMOND \*, RICE LAKE \*, SUPERIOR \*, ONLINE  
OUTREACH CENTERS: BALSAM LAKE\*, HAYWARD\*, LADYSMITH\***

**\*Combination of Online, Your Choice or On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.**

Name/ID \_\_\_\_\_

Date \_\_\_\_\_

**Certificate courses are scheduled on an ongoing basis.**

**To search for available courses, go to the Northwood Tech webpage and click on "Find A Class" at the top of the page**

| CATALOG NUMBER | COURSE TITLE   | *HOURS PER WEEK   | CREDITS                     | NOTES | DATE COMPLETED | TRANSFER OR GRADE |
|----------------|--|-------------------|-----------------------------|-------|----------------|-------------------|
| 10116100       | Human Resource Management  | 3 hours per week  | 3 credits                   |       |                |                   |
| 10116105       | Employee Relations and Labor Law<br>Prerequisite: 10116100 Human Resource Management | 2 hours per week  | 2 credits                   |       |                |                   |
| 10196136       | Safety in the Workplace  | 3 hours per week  | 3 credits                   |       |                |                   |
| 10196192       | Managing for Quality   | 3 hours per week  | 3 credits                   |       |                |                   |
|                | <b>TOTAL HOURS</b>   | 11 hours per week |                             |       |                |                   |
|                | <b>TOTAL CREDITS</b>   |                   | <b>11<br/>Total Credits</b> |       |                |                   |

\*Hours per week represents periods of instruction and/or work-based learning hours per week (class hours). Additional time may be required outside of class to complete assignments. For more details on what you can expect outside of class, please see the "Expectations Outside of the Classroom" section of the Student Handbook.

Please be advised that low-enrollment class sections may be canceled. You will be contacted by Student Services with information on other class sections available in alternate formats.

*CERTIFICATE REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.*

**EARN CREDIT FOR WHAT YOU ALREADY KNOW:**

[Visit Credit for Prior Learning for more information](#)

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