



Continuing Education **Comes To You** **Online**

HR Management Certificate

ROCE 2503

Course Length: 30 hours

CEUs Awarded: 3.0 CEUs

Overview:

This course provides students with a broad overview of Human Resource functions in the workplace. These functions include both operational and strategic human resources management, workforce planning, recruitment, selection, employment, the legal framework and management of equal employment, retention, training and development, employee evaluation, compensation, benefits, employee and labor relations, risk management and worker protection issues.

Target Audience:

This course is intended for those seeking employment in the field of human resource management and those whose workplace duties require them to facilitate human resource management. This is an entry-level program designed for small business managers and owners and other individuals whose workplace responsibilities include HR functions.

Career Outlook and Benefits:

According to the Bureau of Labor Statistics, Tennessee Department of Labor, the median income for human resource assistants is \$32,680. There is a high demand, both regionally and nationally, for competent and skilled HR professionals. Participants who successfully complete this program receive a certificate of completion in human resource management.

Hardware & Software Requirements:

You will need the following:

- Computer with Internet access
- Ability to use Microsoft Word '98 version or higher
- Web navigation skills
- Email skills

Textbook Requirements:

No textbooks are required. All reading and reference material is supplied in the course.

Schedule: September 13 - December 31, 2010

Registration Timelines: July 1 - December 31, 2010

Course Fee: \$540

Payment: Cash, Mastercard or Visa Credit Card, Check, Money Orders accepted

Regents Online Continuing Education 2010 Fall Semester Schedule

| Course Title | Course Number | Course Type | CEUs Awarded | Instructor | 2010 Session Dates | Course Fees | Registration Window |
|--|---------------|-------------|--------------|----------------------------|--------------------|-------------|---------------------|
| Business | | | | | | | |
| SHRM Learning Systems® | 2502 | Scheduled | 3.5 | Roderick Fox | Sept 13 - Dec 6 | \$1,199 | Jul 1 - Sept 8 |
| Records Management | 2410 | Scheduled | 3.0 | Debbie Green | Oct 18 - Dec 13 | \$360 | Jul 1 - Oct 13 |
| CPS® & CAP® Review | | | | | | | |
| Certified Professional Secretary® Review Course: Office Administration | 2101 | Scheduled | 2.5 | Debbie Green | Sept 13 - Nov 1 | \$200 | Jul 1 - Sept 8 |
| Certified Professional Secretary Review Course: Office Systems & Technology | 2102 | Scheduled | 2.5 | Debbie Green | Sept 13 - Nov 1 | \$200 | Jul 1 - Sept 8 |
| Certified Professional Secretary Review Course: Management | 2103 | Scheduled | 2.5 | Debbie Green | Sept 7 - Oct 25 | \$200 | Jul 1 - Sept 1 |
| Certified Administrative Professional | 2104 | Scheduled | 2.5 | Debbie Green | Sept 7 - Oct 25 | \$200 | Jul 1 - Sept 1 |
| Commercial Driving | | | | | | | |
| CDL Permit Prep | 9101 | Scheduled | 1.5 | A. L. Bentley | Oct 4 - Nov 8 | \$120 | Jul 1 - Sept 29 |
| Public Safety | | | | | | | |
| Spanish for EMS | 8605 | Scheduled | 1.5 | John Sarmiento | Sept 13 - Nov 22 | \$132 | Jul 1 - Sept 8 |
| Law Enforcement | | | | | | | |
| Case Management: Documenting a Criminal for Prosecution | 8104 | On Demand | 0.2 | Donald Drewry | Sept 20 - Dec 31 | \$36 | Sept 20 - Dec 31 |
| Media Relations for Law Enforcement | 8105 | On Demand | 0.2 | Donald Drewry | Sept 20 - Dec 31 | \$36 | Sept 20 - Dec 31 |
| Miranda Rights Review | 8106 | On Demand | 0.1 | Donald Drewry | Sept 20 - Dec 31 | \$18 | Sept 20 - Dec 31 |
| Delegation: Improving Supervisor Skills | 8107 | On Demand | 0.2 | Donald Drewry | Sept 20 - Dec 31 | \$36 | Sept 20 - Dec 31 |
| Law Enforcement Supervision: Principles of Management | 8108 | On Demand | 0.4 | Donald Drewry | Sept 20 - Dec 31 | \$72 | Sept 20 - Dec 31 |
| Homeland Security/Emergency Management for Law Enforcement | 8501 | On Demand | 0.2 | Donald Drewry | Sept 20 - Dec 31 | \$36 | Sept 20 - Dec 31 |
| Nursing/Healthcare | | | | | | | |
| Antibodies Identification | 5801 | On Demand | 1.0 | Eleanor Jator | Sept 13 - Dec 31 | \$180 | Sept 13 - Dec 31 |
| Basic EKG | 5202 | On Demand | 1.5 | Pam Taylor | Jul 1 - Dec 31 | \$132 | Jul 1 - Dec 31 |
| Intro to Radiology | 5702 | On Demand | 1.5 | Tom Bukoskey | Jul 1 - Dec 31 | \$132 | Jul 1 - Dec 31 |
| Differential Diagnosis | 5703 | Scheduled | 1.5 | Natalie Housel & Ed Raynes | Sept 7 - Oct 18 | \$132 | Jul 1 - Sept 10 |
| Dosage Calculations for Nurses | 5211 | On Demand | 3.6 | Pat Roark | Jul 1 - Dec 6 | \$288 | Jul 1 - Sept 13 |
| Human Resources | | | | | | | |
| HR Management Certificate | 2503 | On Demand | 3.0 | Susan Jones | Sept 13 - Dec 31 | \$540 | Jul 1 - Dec 31 |

NOTE: You must pre-register for scheduled courses during the registration window and complete them within the session dates window. You can register for and complete on demand courses any time during the registration window.

Follow these easy steps to register for your online continuing education course!

1. Go to <https://roce.tbr.edu/profiles1.asp>
2. Enter Student ID (Social Security Number) and Date of Birth
3. Click Next Step
4. Input your Personal Information
5. Click Continue to Step 2
6. Click on the dropdown box to pick a course
7. Click on the dropdown box to select a granting institution
8. Click Add
9. Click Confirm and Proceed
10. Select whether you choose to pay online or pay on campus