



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

SHRM Learning Systems®

ROCE 2502

Course Length: 12 weeks

CEUs Awarded: 3.5 CEUs

Overview:

The SHRM Learning System covers the full scope of the Human Resource Certification Institute's body of knowledge tested on their Professional in Human Resources (PHR®) and Senior Professional in Human Resources (SPHR®) exams. It includes a blended format of printed workbooks, application software and an online resource center for the most current content. Designed to fit every learning style, the SHRM Learning System allows busy HR professionals who want to pursue certification the freedom to decide when, where, and how to study.

Target Audience:

This course is designed for Human Resource professionals who want to enhance their skills, individuals who want to gain an overall knowledge of the various areas of Human Resources to assist with future employment, and/or a manager whose responsibility includes the Human Resources function and wants to better understand how it both affects and can enhance successful operations.

Career Outlook and Benefits:

According to the Bureau of Labor Statistics, Tennessee Department of Labor, the median income for human resources managers is \$72,500. Many companies now require their Human Resources personnel to have PHR/SPHR certification. Successful completion of the SHRM Learning System greatly increases a student's chance of obtaining a passing grade on the exams, as professionals who use this system consistently beat the national pass rate.

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:

SHRM Learning System materials are provided at the first class meeting and are included in the registration fee.

Schedule: September 13 - December 6, 2010

Registration Timelines: July 1 - September 8, 2010

Course Fee: \$1,199

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

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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