



# 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, the ability to use Microsoft Word '98 version or higher, web navigation skills and email skills.

### Textbook Requirements:

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

### Course Dates:

February 7 - May 6, 2011

### Registration Dates:

December 1, 2010 - February 3, 2011

### Course Fee:

\$1,199

### Payment:

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



# Regents Online Continuing Education 2011 Spring Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2011 Session Dates	Course Fees	Registration Window
<b>Business</b>							
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Feb 7 - May 6	\$1,199	Dec 1 - Feb 3
<b>CPS® &amp; CAP® Review</b>							
Certified Professional Secretary® Review Course: Office Administration	2101	Scheduled	2.5	Debbie Green	Feb 7 - Mar 28	\$200	Dec 1 - Feb 3
Certified Professional Secretary Review Course: Office Systems & Technology	2102	Scheduled	2.5	Debbie Green	Jan 10 - Feb 21	\$200	Dec 1 - Jan 6
Certified Professional Secretary Review Course: Management	2103	Scheduled	2.5	Debbie Green	Mar 7 - Apr 25	\$200	Dec 1 - Mar 3
Certified Administrative Professional	2104	Scheduled	2.5	Debbie Green	Mar 7 - Apr 25	\$200	Dec 1 - Mar 3
<b>Law Enforcement</b>							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Jan 1 - May 31	\$18	Jan 1 - May 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Jan 1 - May 31	\$72	Jan 1 - May 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Jan 1 - May 31	\$36	Jan 1 - May 31
<b>Nursing/Healthcare</b>							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Jan 1 - May 31	\$180	Jan 1 - May 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jan 1 - May 31	\$132	Jan 1 - May 31
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jan 1 - May 31	\$132	Jan 1 - May 31
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel & Ed Raynes	Apr 25 - Jun 6	\$132	Dec 1 - Apr 21
Dosage Calculations for Nurses	5211	On Demand	3.6	Pat Roark	Jan 1 - May 31	\$288	Jan 1 - Mar 11
Allied Health Math Assessment	1501	On Demand	3.0	David Burks	Jan 1 - May 31	\$240	Jan 1 - May 31
<b>Human Resources</b>							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Feb 7 - May 31	\$540	Dec 1 - May 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 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