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

Textbook Requirements:

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

Course Dates:

February 18 - June 3, 2013

Registration Dates:

December 3, 2012 - February 14, 2013

Course Fee:

\$540

Payment:

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

