



CONTINUING EDUCATION

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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, 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:

June 6 - August 31, 2011

Registration Dates:

April 1 - June 1, 2011

Course Fee:

\$540

Payment:

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



Regents Online Continuing Education 2011 Summer Semester Schedule



Course Title	Course Number	Course Type*	CEUs Awarded	Course Length	2011 Session Dates	Course Fees	Registration Window
Business							
NEW! Fundamental Payroll Certification Review	2105	Scheduled	2.4	24 hours	Jun 6 - Aug 1	\$288	Apr 1 - Jun 2
Certified Administrative Professional (CAP®) Part I	2106	Scheduled	2.5	25 hours	Apr 1 - Jul 7	\$300	Jul 11- Sep 5
Law Enforcement							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
Media Relations for Law Enforcement	8105	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
Miranda Rights Review	8106	On Demand	0.1	1 hour	Jun 6 - Dec 31	\$18	Jun 6 - Aug 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	4 hours	Jun 6 - Dec 31	\$72	Jun 6 - Aug 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	2 hours	Jun 6 - Dec 31	\$36	Jun 6 - Aug 31
NEW! Domestic Violence for Law Enforcement	8112	On Demand	0.3	3 hours	May 9 - Dec 31	\$54	May 9 - Aug 31
Nursing/Healthcare							
Basic EKG	5202	On Demand	1.5	15 hours	Apr 1 - Dec 31	\$132	Apr 1 - Aug 31
Intro to Radiology for the Healthcare Professional	5702	On Demand	1.5	Self-paced; 15 modules	Apr 1 - Dec 31	\$132	Apr 1 - Aug 31
Dosage Calculations for Nurses	5211	Scheduled	3.6	36 hours	May 9 - Aug 15	\$288	May 9 - Jul 11
Allied Health Math Assessment	1501	Scheduled	3.0	30 hours	Jun 6 - Aug 31	\$240	Apr 1 - Jun 1
Public Safety							
NEW! Domestic Violence for EMS	8113	On Demand	0.2	2 hours	May 9 - Dec 31	\$36	Apr 1 - Aug 31

*NOTE: You must pre-register for Scheduled courses during the Registration Window and complete them within the Session Dates shown. 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