



CONTINUING EDUCATION

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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 20 - May 31, 2012

Registration Dates:

December 1, 2011 - February 16, 2012

Course Fee:

\$540

Payment:

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



Regents Online Continuing Education 2012 Spring Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2012 Session Dates	Course Fees	Registration Window*
Law Enforcement & Public Safety							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Jan 9 - May 31, 2012	\$18	Jan 9 - May 31, 2012
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Jan 9 - May 31, 2012	\$72	Jan 9 - May 31, 2012
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Domestic Violence for Law Enforcement	8112	On Demand	0.3	Dawn Riddle	Jan 9 - May 31, 2012	\$54	Jan 9 - May 31, 2012
Domestic Violence for EMS	8113	On Demand	0.2	Dawn Riddle	Jan 9 - May 31, 2012	\$36	Jan 9 - May 31, 2012
Nursing/Healthcare							
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jan 9 - May 31, 2012	\$132	Jan 9 - May 31, 2012
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jan 9 - May 31, 2012	\$132	Jan 9 - May 31, 2012
Dosage Calculations	5211	On Demand	3.6	Pat Roark	Jan 9 - May 31, 2012	\$288	Jan 9 - Apr 16, 2012
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel	Mar 5 - Apr 23, 2012	\$132	Dec 1, 2011 - Mar 1, 2012
Allied Health							
Allied Health Math Assessment Prep	1501	Scheduled	3	David Burks	Jan 9 - May 31, 2012	\$240	Dec 1, 2011 - Apr 16, 2012
Human Resources							
HR Management Certificate	2503	On Demand	3	Susan Jones	Feb 20 - May 31, 2012	\$540	Dec 1, 2011 - Feb 16, 2012
Fundamental Payroll Certification Review	2105	Scheduled	2.4	Natalie Austin	Mar 12 - May 21, 2012	\$288	Dec 1, 2011 - Mar 8, 2012
CPS® and CAP® Reviews							
Certified Administrative Professional - Part I	2106	Scheduled	2.5	Debbie West-Green	Jan 9 - Mar 12, 2012	\$300	Dec 1, 2011 - Jan 5, 2012
Certified Administrative Professional - Part II	2107	Scheduled	2.5	Debbie West-Green	Mar 5 - Apr 30, 2012	\$300	Dec 1, 2011 - March 1, 2012

*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