



# 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 \$35,255. 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:

September 10 - December 31, 2012

### Registration Dates:

July 2 - September 6, 2012

### Course Fee:

\$540

### Payment:

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



# Regents Online Continuing Education 2012 Fall Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2012 Session Dates	Course Fees	Registration Window*
<b>Allied Health</b>							
Allied Health Math Assessment Prep	ROCE 1501	Scheduled	3.0	David Burks	Sep 5 - Dec 31, 2012	\$240	Jul 2 - Nov 26, 2012
<b>Nursing/Healthcare</b>							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Sep 1 - Dec 31, 2012	\$132	Sep 1 - Dec 31, 2012
Introduction to Radiology for Allied Health Professionals	ROCE 5702	On Demand	1.5	Tom Bukoskey	Sep 1 - Dec 31, 2012	\$132	Sep 1 - Dec 31, 2012
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	Sep 5 - Dec 31, 2012	\$288	Jul 10 - Oct 19, 2012
<b>Human Resources</b>							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Sep 10 - Dec 31, 2012	\$540	Jul 2 - Sep 6, 2012
<b>CAP® Review</b>							
Certified Administrative Professional - Part I	ROCE 2106	Scheduled	2.5	Debbie West-Green	Sep 17 - Oct 29, 2012	\$300	Jul 2 - Sep 13, 2012
Certified Administrative Professional - Part II	ROCE 2107	Scheduled	2.5	Debbie West-Green	Aug 6 - Sep 24, 2012	\$300	Jul 2 - Aug 2, 2012
<b>Law Enforcement and Public Safety</b>							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Sep 1 - Dec 31, 2012	\$54	Sep 1 - Dec 31, 2012
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Sep 1 - Dec 31, 2012	\$36	Sep 1 - Dec 31, 2012
Spanish for EMS	ROCE 8605	Scheduled	1.5	John Sarmiento	Sep 10 - Nov 26, 2012	\$132	Jul 2 - Sep 6, 2012
<b>Physical Therapy</b>							
Differential Diagnosis	ROCE 5703	Scheduled	1.5	Natalie Housel	Oct 8 - Dec 10, 2012	\$132	Jul 2 - Oct 4, 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