



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:

June 10 - August 26, 2013

Registration Dates:

April 1, 2013 - June 6, 2013

Course Fee:

\$540

Payment:

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



Regents Online Continuing Education 2013 Summer Semester Schedule



Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2013 Session Dates	Course Fees	Registration Window*
Allied Health							
Allied Health Math Assessment Test Prep	ROCE 1501	Scheduled	3.0	David Burks	May 6 - Aug 31, 2013	\$240	Apr 1 - Jul 15, 2013
Human Resources							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Jun 10 - Aug 26, 2013	\$540	Apr 1 - Jun 6, 2013
Nursing/Healthcare							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Jun 4 - Aug 31, 2013	\$132	Jun 4 - Aug 31, 2013
Introduction to Radiology for the Healthcare Professional	ROCE 5702	On Demand	1.5	Tom Bukoskey	Jun 4 - Aug 31, 2013	\$132	Jun 4 - Aug 31, 2013
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	May 6 - Aug 31, 2013	\$288	Apr 1 - Jul 1, 2013
Law Enforcement and Public Safety							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Jun 4 - Aug 31, 2013	\$54	Jun 4 - Aug 31, 2013
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Jun 4 - Aug 31, 2013	\$36	Jun 4 - Aug 31, 2013
CAP® Review							
Certified Administrative Professional - Part I	ROCE 2106	Scheduled	2.5	Debbie West-Green	Jun 3 - Jul 22, 2013	\$300	Apr 1 - May 30, 2013

*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