



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:

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
- Ability to use Microsoft Word
- Web navigation and email skills

Textbook Requirements:

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

Course Dates:

September 16 - December 31, 2013

Registration Dates:

July 1 - September 12, 2013

Course Fee:

\$540

Payment:

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



Regents Online Continuing Education 2013 Fall 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	Sep 3 - Dec 31, 2013	\$240	Jul 1 - Nov 11, 2013
Human Resources							
HR Management Certificate	ROCE 2503	On Demand	3.0	Susan Jones	Sep 16 - Dec 31, 2013	\$540	Jul 1 - Sep 12, 2013
Nursing/Healthcare							
Basic EKG	ROCE 5202	On Demand	1.5	Pam Taylor	Sep 2 - Dec 31, 2013	\$132	Sep 2 - Dec 31, 2013
Introduction to Radiology for the Healthcare Professional	ROCE 5702	On Demand	1.5	Tom Bukoskey	Sep 2 - Dec 31, 2013	\$132	Sep 2 - Dec 31, 2013
Dosage Calculations for Nurses	ROCE 5211	On Demand	3.6	Pat Roark	Sep 3 - Dec 31, 2013	\$288	Jul 1 - Nov 11, 2013
NEW! NCLEX PN Review	ROCE 5204	Scheduled	1.6	Barbara Miller	Aug 26 - Oct 7, 2013	\$288	Jul 1 - Aug 22, 2013
NEW! NCLEX PN Review	ROCE 5204	Scheduled	1.6	Barbara Miller	Nov 4 - Dec 23, 2013	\$288	Aug 1 - Oct 31, 2013
NEW! NCLEX-RN Intensive for the Undergraduate Nursing Student	ROCE 5205	Scheduled	2.1	Julia Steed	Nov 4 - Dec 23, 2013	\$378	July 1 - Oct 31, 2013
NEW! Medical Terminology	ROCE 5103	Scheduled	8.0	Jerry Hodge	Sep 16 - Dec 31, 2013	\$333	Jul 1 - Sep 12, 2013
NEW! Anatomy & Physiology for Allied Health	ROCE 5102	Scheduled	8.0	Julie Crisp	Sep 16 - Dec 31, 2013	\$333	Jul 1 - Sep 12, 2013
NEW! IV Push Medication Administration	ROCE 5212	Scheduled	4.0	Kathleen Voeltzke	Oct 14 - Nov 25, 2013	\$408	Jul 1 - Oct 11, 2013
Differential Diagnosis for Physical Therapists	ROCE 5703	Scheduled	1.5	Natalie Housel	Oct 7 - Dec 9, 2013	\$132	Jul 1 - Oct 3, 2013
Early Childhood Development							
NEW! Guidance: Behavior Management and Guidance Strategies/Techniques	ROCE 3201	Scheduled	1.5	Nancy McGreevy	Sep 9 - Oct 21, 2013	\$270	Jul 1 - Sep 5, 2013
Law Enforcement and Public Safety							
Domestic Violence for Law Enforcement	ROCE 8112	On Demand	0.3	Dawn Riddle	Sep 2 - Dec 31, 2013	\$72	Sep 2 - Dec 31, 2013
Domestic Violence for EMS	ROCE 8113	On Demand	0.2	Dawn Riddle	Sep 2 - Dec 31, 2013	\$36	Sep 2 - Dec 31, 2013
CAP® Review							
Certified Administrative Professional - Part II	ROCE 2107	Scheduled	2.5	Debbie West-Green	Aug 5 - Sep 23, 2013	\$300	Jul 1 - Aug 1, 2013
Certified Administrative Professional - Organizational Management	ROCE 2108	Scheduled	2.5	Debbie West-Green	Sep 9 - Oct 28, 2013	\$300	Jul 1 - Sep 5, 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