



Continuing Education

Comes To You

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
- Ability to use Microsoft Word '98 version or higher
- Web navigation skills
- Email skills

Textbook Requirements:

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

Schedule: September 13 - December 31, 2010

Registration Timelines: July 1 - December 31, 2010

Course Fee: \$540

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

Regents Online Continuing Education 2010 Fall Semester Schedule

Course Title	Course Number	Course Type	CEUs Awarded	Instructor	2010 Session Dates	Course Fees	Registration Window
Business							
SHRM Learning Systems®	2502	Scheduled	3.5	Roderick Fox	Sept 13 - Dec 6	\$1,199	Jul 1 - Sept 8
Records Management	2410	Scheduled	3.0	Debbie Green	Oct 18 - Dec 13	\$360	Jul 1 - Oct 13
CPS® & CAP® Review							
Certified Professional Secretary® Review Course: Office Administration	2101	Scheduled	2.5	Debbie Green	Sept 13 - Nov 1	\$200	Jul 1 - Sept 8
Certified Professional Secretary Review Course: Office Systems & Technology	2102	Scheduled	2.5	Debbie Green	Sept 13 - Nov 1	\$200	Jul 1 - Sept 8
Certified Professional Secretary Review Course: Management	2103	Scheduled	2.5	Debbie Green	Sept 7 - Oct 25	\$200	Jul 1 - Sept 1
Certified Administrative Professional	2104	Scheduled	2.5	Debbie Green	Sept 7 - Oct 25	\$200	Jul 1 - Sept 1
Commercial Driving							
CDL Permit Prep	9101	Scheduled	1.5	A. L. Bentley	Oct 4 - Nov 8	\$120	Jul 1 - Sept 29
Public Safety							
Spanish for EMS	8605	Scheduled	1.5	John Sarmiento	Sept 13 - Nov 22	\$132	Jul 1 - Sept 8
Law Enforcement							
Case Management: Documenting a Criminal for Prosecution	8104	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Media Relations for Law Enforcement	8105	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Miranda Rights Review	8106	On Demand	0.1	Donald Drewry	Sept 20 - Dec 31	\$18	Sept 20 - Dec 31
Delegation: Improving Supervisor Skills	8107	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Law Enforcement Supervision: Principles of Management	8108	On Demand	0.4	Donald Drewry	Sept 20 - Dec 31	\$72	Sept 20 - Dec 31
Homeland Security/Emergency Management for Law Enforcement	8501	On Demand	0.2	Donald Drewry	Sept 20 - Dec 31	\$36	Sept 20 - Dec 31
Nursing/Healthcare							
Antibodies Identification	5801	On Demand	1.0	Eleanor Jator	Sept 13 - Dec 31	\$180	Sept 13 - Dec 31
Basic EKG	5202	On Demand	1.5	Pam Taylor	Jul 1 - Dec 31	\$132	Jul 1 - Dec 31
Intro to Radiology	5702	On Demand	1.5	Tom Bukoskey	Jul 1 - Dec 31	\$132	Jul 1 - Dec 31
Differential Diagnosis	5703	Scheduled	1.5	Natalie Housel & Ed Raynes	Sept 7 - Oct 18	\$132	Jul 1 - Sept 10
Dosage Calculations for Nurses	5211	On Demand	3.6	Pat Roark	Jul 1 - Dec 6	\$288	Jul 1 - Sept 13
Human Resources							
HR Management Certificate	2503	On Demand	3.0	Susan Jones	Sept 13 - Dec 31	\$540	Jul 1 - Dec 31

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 (Social Security Number) 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