



SHRM Essentials[®] of HR Management

Tarrant County College, Northwest Campus

If you're new to human resources or desire to strengthen your employee management skills, this program is for you! Learn the basics of HR to improve valuable on-the-job effectiveness, protect your business from needless litigation, and help advance your career. Topics include:

1. Human Resource Management
2. Employment Law
3. Recruitment and Selection
4. Compensation and Benefits
5. Employee Development
6. Performance Management

Most companies pay for this course through tuition assistance or professional budgets. Ask your employer if you qualify.

Registration begins November 15th!

Course Information:

Essentials of HR Management
HRPO-1000-30005
(Course Synonym: 0263392)

Schedule:

March 21-April 18, 2013
Thursdays
6-9 p.m.

Location:

TCC Corporate Training Center
AllianceTexas
13600 Heritage Parkway, Suite 100
Fort Worth, TX 76177

Course Investment: \$475
(Includes SHRM Participant manual and access to Online Resource Center)

HOW TO REGISTER

New Students submit online application via **Active Apply** at www.tccd.edu/apply.

Returning Students select one of the following options to register:

Online:

Go to www.tccd.edu/continuing_education/registration.html

Fax:

Send completed registration form and credit card information to 817-515-7094.

Mail:

Mail completed registration form and check, P.O., or credit card information to:

Tarrant County College Northwest Campus
Office of Continuing Education Services
4801 Marine Creek Parkway
Fort Worth, TX 76179

Registration deadline is March 7, 2013.

For additional information, contact Marisa Reyes at 817-515-7049 or marisa.reyes@tccd.edu.