

"The SHRM Essentials class is a great overview and review of the Human Resources Body of Knowledge. Furthermore, the collective dialogues and experiences from the participants is invaluable to the learning process."

Di Ann Sanchez, SPHR
TCC Adjunct Instructor



SHRM ESSENTIALS® OF HR MANAGEMENT



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REGISTRATION INFORMATION

COST: \$475 (Includes SHRM Manual/Online Resource Center access)

COURSE SECTION NUMBER: HRPO 1000

CONTACT HOURS: 15

CEUs: 1.5

Register in person, by mail, by fax or online:

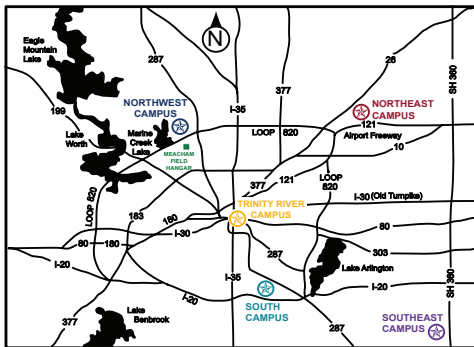
Tarrant County College Northwest Campus
Office of Continuing Education Services
4801 Marine Creek Parkway, WADM 1203A
Fort Worth, TX 76179

Phone: 817-515-7759

Fax: 817-515-7094

www.tccd.edu/continuing_education/registration/html

Registration site: wa.tccd.edu



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Community Colleges Count

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**TARRANT COUNTY COLLEGE
NORTHWEST CAMPUS
CONTINUING EDUCATION SERVICES**



Sharpen your HR skills!



The SHRM Essentials® of HR Management course can help employees and companies increase HR knowledge that is critical to overall business success.

- **Attain** knowledge and practical HR skills to effectively approach challenging HR issues.
- **Gain** expertise in areas of HR that are broader than the normal scope of your job.
- **Stay** up-to-date on the latest laws and regulations.
- **Learn** techniques for handling HR challenges through interactive case studies.
- **Utilize** the print materials and one-year access to the online tools as a comprehensive source of HR information.
- **Earn** 1.5 CEUs upon course completion.

WHO CAN BENEFIT FROM THIS COURSE?

Designed as a thorough introduction to HR basics, the SHRM Essentials® of HR Management course provides a solid foundation in HR management across many different job functions and career paths.

- **New and junior HR practitioners** who need to increase their knowledge base
- **Small business owners or office managers** who perform the HR function for their company
- **Business managers** who want to learn basic HR best practices to avoid costly litigation
- **New or experienced managers** interested in learning more about employee management skills
- **Representatives selling or supporting HR** systems and services
- **International HR personnel** desiring to increase their knowledge of U.S. HR practices
- **Job seekers** who are investigating HR as a career option or want to enhance their résumé with HR skills



You will receive a Participant's Activities Book and a Participant's Reference Book.

SIX KEY TOPICS COVER A BROAD SPECTRUM OF HR PRACTICES

Newly updated with the latest HR developments, this course addresses six key HR management practices delivered in a blended learning experience that combines print and online tools with the benefits of an instructor-led class.

PRINT MODULES

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

ONLINE TOOLS

- Pre- and post-test
- Reports that measure progress
- Glossary of key terms
- Resource Center
- Threaded case study
- And more!



CLASSROOM BENEFITS

- Instruction from an HR expert
- Real-world case studies
- Structured dates, times, and assignments
- Networking opportunities
- Company/tuition reimbursement

Visit www.shrm.org for additional information