

REGISTRATION INFORMATION

HUMAN RESOURCES FOR HEALTHCARE
PROFESSIONALS

Web Based 80 Hours Registration Fee: \$1695*

*Prices include all materials!

To register, please call
(803) 593-9954 ext. 1277
or visit

<http://www.gatlineducation.com/aiken-tech/>

Questions? Send an email to
johnsonm@atc.edu



Aiken Technical College
Workforce & Business Development
PO Drawer 696
Aiken, SC 29802

For information on financial assistance please visit
www.collegeloanapplication.com

For Student Loan Information, call: The Education Resources
Institute (TERI) at (800) 255-8374, ext. #2 (The Customer
Service Department can take your application over the phone.)

We do not discriminate based on creed, race or religion.

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Human Resources for Healthcare Professionals



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Online Certificate Programs
in association with



Human Resources for Healthcare Professionals

This nationally recognized online human resources certification training course provides a comprehensive human resource management foundation, grounded in practice, for those who intend to work or are working in healthcare settings. All of the modules in this program instill a solid foundation in both human resources and healthcare administrative practices. This online certificate program is only offered in partnership with major colleges and universities.

Course Module Outline

- HealthCare HR Management
- Health HR Competencies, Structures and Quality Standards
- Strategic HR Management
- Legal Issues Affecting the Healthcare Work Place
- Job Design and Analysis
- Healthcare Recruitment and Selection
- Organizational Relations and Employee Retention in Healthcare
- Training and Development in Healthcare Organizations
- Performance Management in Healthcare Organizations
- Employee Relations in the Healthcare Industry
- Labor Relations and Healthcare Organizations
- Healthcare Compensation Practices
- The Management of Benefits and Variable Pay in Healthcare
- Safety, Health, and Security in Healthcare Organizations

Program Overview

Each module consists of the following features:

- Pre-Test
- Post-Test
- Topic Presentations

You may proceed through these features in the pattern or order you choose.

Topic Presentations

The modules provide you with the opportunity to read through detailed yet accessible discussions of the topical material. Each module opens with a set of learning objectives to focus you on the key concepts in the module. The module then provides a practical insight into the workings and operations of human resources in the health care industry. Next, each concept in the modules is carefully explained using a combination of theory and examples. Key terms and exhibits are integrated into the presentation, and you may click on these to open them in new windows. Finally, each module ends with a brief hypothetical case study tying the concepts together and enabling you to apply your studies to realistic problems health care professionals face.



How our online courses work

- **Begin when you wish.**
- **You are assigned an instructor for one-on-one assistance.**
- **Move at your own pace.**
- **Your work is evaluated and 70% proficiency is required for a certificate.**
- **You should complete the course within 180 days, but you may request an additional 180-day extension.**
- **You will receive a certificate from Aiken Technical College upon successful completion.**

The courses are self-paced. Mentors respond to you, rather than the reverse. Each course has a set of lessons and exams.

Detailed outlines, demos and ratings are available at www.gatlineducation.com.