

Human Resources: An Online Course for Governmental Officials



UNIVERSITY OF
GEORGIA

Center for Continuing Education
Carl Vinson Institute of Government

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Frequently Asked Questions

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For whom is the course designed?

Human Resources: An Online Course for Governmental Officials is designed primarily for governmental employees who require basic human resources training to assist them in their jobs.

In addition, if you are a participant in the Georgia Clerks Education Institute's (GCEI) and County Clerks Certificate Program, this course counts as a six-hour elective. If you are in the Georgia Superior Court Clerks Certificate Program, this course of study is one of the required courses in the curriculum for grandfathered clerks (those enrolled in the program prior to November 2016). In addition, if you are a participant in the ACCG Commissioner's Training Program or the Harold F. Holtz Municipal Training Institute for GMA Elected Officials, this is a required course.

Are there any prerequisites for enrolling in *Human Resources: An Online Course for Governmental Officials*?

No. There are no prerequisites for enrolling in this course.

Why should I complete *Human Resources: An Online Course for Governmental Officials*?

This course will help you to expand your knowledge of governmental human resources issues and the employment law that they entail.

What do I receive when I complete the course?

Successful graduates of *Human Resources: An Online Course for Governmental Officials* will receive 7.2 CPEs or 0.6 continuing education unit (CEU) from the University of Georgia. To meet CPE documentation requirements, University of Georgia CEU transcripts are available at any time upon written request.

How long does it take to complete *Human Resources: An Online Course for Governmental Officials*?

One month is allowed from the time that you register for the course. An extension of another month can be granted for a \$50 fee. You may either purchase the extension online at [this website](#) or by telephone at 706-542-3537 (available Monday-Friday, 8:15 a.m. - 4:30 p.m.).

How much time will I need to devote to study?

Former students have reported spending nearly 1 hour of study per lesson.

Can I move about the course and study the lessons in any order or must I follow the lessons in numerical order?

You must begin with lesson 1 and progress through each lesson as presented. You must earn a score of 100% or higher before the next lesson's quiz will be revealed to you. You are granted two attempts to earn a 70% on the Final Examination. Once you earn a minimum score of 70% on the Final Examination, an automated message will be sent to the University of Georgia Center for Continuing Education alerting the administrative staff of your SUCCESSFUL COMPLETION of the *Human Resources: An Online Course for Governmental Officials*. You will receive a confirmation "graduate" email within 36 hours.

How long does it take to learn the results of each lesson quiz?

The quiz and final examination are graded online and you will receive immediate results.

What is the cancellation/refund policy for individual enrollments?

You may cancel your enrollment within the first seven days and receive a refund less a \$50 administrative fee, provided that you have not accessed the online course material at all. Written requests for course cancellation must be sent to student@georgiacenter.uga.edu in order to be processed.

Course Format

Field of Study: Personnel/Human Resources
Delivery Method: QAS Self Study
Advance Preparation: None
Program Level: Basic
Prerequisites: None



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Enroll Anytime. Register Now!

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