

# Human Resources: An Online Course for Governmental Officials



UNIVERSITY OF  
**GEORGIA**

Center for Continuing Education  
Carl Vinson Institute of Government

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## How Does *Human Resources: An Online Course for Governmental Officials Work?*

*Human Resources: An Online Course for Governmental Officials* will familiarize you with fundamentals of the basic roles of the HR department (and supervisors), such as how to recruit and hire, provide employee benefits, and manage a compensation program. The course also includes overview sections on how to comply with the various benefit, labor, and anti-discrimination laws; how to keep and maintain personnel files accurately; and how to discipline and discharge employees effectively and legally.

By completing *Human Resources: An Online Course for Governmental Officials*, you will gain knowledge and skills that will help you understand the concepts in human resources management.

Unlike a face-to-face class, you'll be able to complete this Web course at your own pace and on your own schedule. As you progress through each of the lessons, you will be challenged by quizzes to reinforce the information you have learned. Your successful completion (a score of 100%) of the lesson quiz will allow you to progress to the next lesson. You can retake the lesson quizzes if you do not earn a passing score.

After you successfully complete Lesson 6's quiz, you will be required to take an online Final Examination. You must earn a score of at least 70% on the Final Examination. If you do not earn a score of 70% or greater on your final examination on your first attempt, one retest is available online.

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 online course *Human Resources: An Online Course for Governmental Officials*. You will receive a confirmation "graduate" email within 36 hours.

You will have up to 30 days to complete the 6-hour course of study.

## 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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*Human Resources: An Online Course for Governmental Officials*,  
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