

Human Resources Administration

52 Weeks
1254 Hours



Discovering Computers

Concepts for a Digital World (90 Hours)

Computers are the starting point for office communication and all office personnel. This module explains the essential elements of hardware, software and the Internet in today's business and society. Learn hands-on skills with checkpoint exercises, and exciting timely activities. This module also deals with many ethical issues and discusses companies on the cutting edge.

OR choose

Keys to Success

(90 Hours)

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

Windows

(30 Hours)

Get a thorough understanding about all your operating system can do to increase your productivity. This module exposes students to real-world examples and procedures preparing them to be skilled operating system users upon completion. Customize desktops, install hardware and software, and perform advanced searches.

Discovering the Internet

(98 Hours)

Working with the Internet is a necessity for human resources personnel, as the contact between management and employees, communication is vital. Learn e-mail specifics, advanced browsing techniques and be prepared to perform necessary searches. Grow your knowledge on the world-wide-web and its components. Learn about newsgroups, transferring data, and securing files.

Microsoft Word

(145 Hours)

With the world's most powerful word processing program, learn to prepare effective letters, brochures, and advertisements. This module covers such features as *Smart Tags*, merge documents and linking files, making it easier to create, review, and publish your work. Discover the power in this fully functional application which integrates well with other applications.

Microsoft Excel

(150 Hours)

Apply new skills to financial and statistical spreadsheets by creating accompanying charts and graphs. The human resources professional will learn within this module, all they need to know about integrating Excel with other programs. This makes the most effective documents and statements by embedding charts, preparing financial functions, data tables and creating templates.

Microsoft Access

(230 Hours)

Learn to keep track of employee information by creating, querying, and maintaining databases suitable for employee management. Use special features to design and use custom forms and professional-looking reports as well as a switchboard system for your database to make the most out of your management system.

Microsoft PowerPoint

(100 Hours)

Microsoft PowerPoint is a complete presentation graphics program. Create slides containing text, images, clip art, movies, audio, graphs, and tables. This is a great tool for preparing presentations for management meetings or reviewing issues and policies with employees.

Business Communication

(165 Hours)

Effectively communicate verbally and non-verbally in the business environment. Identify problems and social reactions, prepare reports, and study examples of effective communication methods.

Payroll Accounting

(50 Hours)

Determine mandatory payroll deductions and apply them to an accounting system. Learn about maintaining payroll records, filing, paying employees and remitting deductions.

Human Resources Management

(196 Hours)

Learn about the strategic role of the human resource manager. Design and analyze jobs, establish dynamic reward plans. Focus on orientation, training and career development. Study labour relations, contract administration and Occupational Health and Safety.

Anyone who would like to better their future... pick up the phone!

“ Mactech took a tired 42 year old carpenter and made me see that even at my age there was a career out there for me... it was just a matter of reaching out to put me on the road to success - and the most rewarding experience of my life. Don't waste any more time... pick up the phone and call Mactech Distance Education today; Don't let another day go by! ”

James Brennan
HomeEd Graduate, 2006
Graphic Design and Web Page Development