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To view a specific course listed below, enter the course title in the search box.

Understanding the Human Resources Function

No matter what role we play in an organization, we are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered. ed2go.com/mptc

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules. ed2go.com/mptc

Worker's Compensation

Anyone considering a career as a paralegal should have a firm understanding of workers' compensation law. The reason is simple: You're far more likely to be involved in workers' compensation cases than criminal law cases, intellectual property cases, or even business disputes. The only types of cases that are more common are personal injury or medical malpractice, both of which have very strong ties to workers' compensation law.

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Handling Medical Emergencies

What would you do if a member of your family suffered a medical emergency? You could certainly call for trained emergency medical responders, but what would you do while you're waiting for them to arrive?

Every second counts during a medical emergency. Recognizing the early signs and symptoms of common medical conditions and providing appropriate treatment can mean a better outcome for the patient. Early recognition and intervention can greatly reduce the seriousness of the illness, which means a shorter hospital stay and lower medical costs. It's also very satisfying to know how to help someone in a time of need.

This course will identify common medical emergencies affecting children and adults, help you recognize signs and symptoms, and teach you how to render appropriate emergency care. For adults, you will learn how to recognize and manage chest pain, heart attack, stroke, diabetic problems, seizures, breathing difficulty, burns, and allergic reactions. For children, you will also learn about poisoning, fever, childhood illnesses, injuries from accidents, and the signs of abuse. ed2go.com/mptc

Ed2go/MPTC Online Course Registration Information

1. Locate the desired title through the search feature or by browsing the online catalog. Once you've found the course, click Enroll Now.
2. Select a session start date on the Select Date page. You will then move on to the Sign In page.
3. Use either Returning Students or New Student to access or create your account. If you are a new student, you will be asked to create an account by creating a username and password and providing your contact information. Select Continue or Continue to Payment options to move on to the Purchase page.
4. Choose which payment option you'd like to use from the choices your school has provided. Complete the payment information, if necessary. After confirming payment, you'll automatically move on to the final Receipt page.