



MFC Today

HUMAN RESOURCE ASSISTANT

Are You Rethinking Your Career... Planning a Second Career?

The Human Resource Assistant Program will prepare you to seek employment and achieve your career goals.

Benefits of Completing this Program

- Gain hands-on experience through “real-life case studies” addressing HR challenges
- Guest speakers will add depth to the presentation
- Discover best practices and indispensable strategies for every HR function
- Acquire practical knowledge and tools needed to perform your job well
- Earn a HR Assistant Certificate and enhance your marketability

Dates and Time

September 8—November 10, 2010

Wednesday evenings from 6:30—9:30 p.m.

Price: \$550.00

Learn the skills
today and begin your
career as a human
resource assistant
tomorrow!



Seats are limited,
register today!

For more info visit
www.mfc.buffalo.edu

Human Resources

