Course Title: PHR and SPHR Certification Exam Preparation

Course web page: http://www.collin.edu/ce/courses/PHR_Certification_Exam_Prep.html

Course Description: This SHRM Learning Systems® course is offered in cooperation with the Society for Human Resource Management (SHRM®) as study material for the Professional in Human Resources (SPHR) certification examinations administered by the Human Resource Certification Institute (HRCI). This course is not a substitute for the certification examination. Participants who wish to take the SPHR examination must apply through a separate application form. Information on the certification exam will be distributed with the SHRM Learning System Material or can be accessed online at: www.hrci.org.

Suggested Course Prerequisite(s): Two-year Human Resource experience in an exempt position.

Materials Needed: Textbook

Course Objectives:
1. Demonstrate test specifications in Strategic Management.
2. Demonstrate test specifications in Workforce Planning and Employment.
4. Demonstrate test specifications in Compensation and Benefits.
5. Demonstrate test specifications in Employee and Labor Relations.

Certification Notes: Part of certificate course

Next course recommendation:

Instructor Notes:

Textbook(s): The SHRM Learning System PHR®/SPHR® Exam Prep Modules

Lesson Plan – by week or session
Session 1: Introductions
   Student Data Forms
   Strategic Management Lecture module 1-1 – 1-3 and Take Tests
Session 2: Strategic Management Lecture module 1-4 – 1-7 and Take Tests
Session 3: Workforce Planning and Employment Lecture module 2-1 – 2-6 and Take Tests
Session 4: Workforce Planning and Employment Lecture module 2-7 – 2-12 and Take Tests
Session 5: Human Resource Development Lecture module 3-1 – 3-6 and Take Tests
Session 6: Human Resource Development Lecture module 3-7 – 3-11 and Take Tests

Session 7: Total Rewards Lecture module 4-1 – 4-4 and Take Tests

Session 8: Total Rewards Lecture module 4-5 – 4-9 and Take Tests

Session 9: Employee and Labor Relations Lecture module 5-1 – 5-6 and Take Tests

Session 10: Employee and Labor Relations Lecture module 5-7 – 5-11 and Take Tests

Session 11: Risk Management Lecture module 6-1 – 6-4 and Take Tests

Session 12: Take Post Test for all modules

Student Evaluation of Instruction

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

http://www.collin.edu/studentresources/personal/studenthandbook.aspx