SHRM CERTIFICATION HR PROFESSIONAL (EXAM PREP) COURSE INFORMATION

COURSE PREFIX/NO: XMGT 503
COURSE TITLE: SHRM CERTIFICATION HR PROFESSIONAL (EXAM PREP)
COURSE HOURS/CEUS: 36 HOURS

Distance Learning Attendance/VA Statement
Student Code and Grievance Policy

COURSE DESCRIPTION

The SHRM (Society for Human Resource Management) Certified Professional (SHRM-CPSM) and SHRM Senior Certified Professional (SHRM-SCPSM) credentials are the new standard for HR professionals. The SHRM Certified Professional course is a comprehensive 36-hour program that combines expert instruction with the SHRM Learning System® for SHRM-CP and SHRM-SCP exam, so you will learn faster and build core HR knowledge. This course is designed to prepare individuals seeking global HR credentials for success on the SHRM-CP and SHRM-SCP exam. Successful completion of this course does not guarantee passing the exam. For exam eligibility requirements go to http://certification.shrm.org/.

COURSE COMPETENCIES

- Understand basic HR Management practices
- Understand employment law
- Understand recruiting and selecting
- Understand orientation and training practices
- Understand compensation and performance management
- Understand concepts needed to pass the SHRM-CP and SHRM-SCP exams

METHODS OF INSTRUCTION:

- Classroom Instruction
- Online Instruction
<table>
<thead>
<tr>
<th>Class Number</th>
<th>Topics</th>
<th>Homework</th>
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| 1            | Course Introduction  
Begin HR Competencies | On-Line Pre-Assessment  
Read HR Competencies  
Apply for Exam     |
| 2            | Review of Pre-Assessment  
Complete HR Competencies | Read HR Strategic Planning  
Talent Acquisition  
Choose Exam Date  
Complete Module Tests |
| 3            | HR Strategic Planning  
Talent Acquisition | Complete study sheet for Employee Engagement and Retention  
Read Learning and Development  
Complete Module Tests |
| 4            | Employee Engagement and Retention  
Learning & Development | Complete Total Rewards Study Sheet  
Complete Module Tests |
| 5            | Learning & Development  
Total Rewards | Read Structure of the HR Function and Organization Effectiveness and Development  
Complete Module Tests |
| 6            | Structure of the HR Function  
Organizational Effectiveness and Development | Read Workforce Management  
Complete Module Tests |
| 7            | Organization Effectiveness and Development  
Workforce Management | Read Employee and Labor Relations and Technology Management  
Complete Study Sheet for Employee and Labor Relations  
Complete Module Tests |
| 8            | Employee and Labor Relations  
Technology Management | Read HR in the Global Context and Diversity and Inclusion  
Complete study sheet for HR in the Global Context  
Complete Module Tests |
| 9            | HR in the Global Context  
Diversity and Inclusion | Read Risk Management and Corporate Social Responsibility  
Complete study sheets for Risk Management and Corporate Social Responsibility  
Complete Module Tests |
| 10           | Risk Management  
Corporate Social Responsibility | Read US Employment Law and Regulations  
Complete Module Tests |
| 11           | US Employment Law and Regulations  
Matching Game for Laws and Regulations  
Final Exam Distribution | Complete Final Exam and On-Line Post Assessment |
| 12           | Final Exam Review  
Discussion and Test Prep | Study – Study - Study |
MINIMAL STANDARDS:

Assignments and attendance must be completed as designated in "Evaluation Strategies/Grading." Criteria for minimal acceptable performance will be provided by the instructor.

REQUIREMENTS:

Attendance Policy
The college attendance policy, stated in the college handbook, will be honored. The instructor will provide specific requirements for the course.

Academic Honesty
Students are expected to adhere to the college policy regarding student conduct as stated in the college handbook.

Assignments
Students are expected to complete all assignments and any supplementary exercises designated by the instructor.

EVALUATION STRATEGIES/GRADING:
- Written Examinations (In Class)
- Certification Exams

PREREQUISITE
General Guidelines for Eligibility for the SHRM-CP Exam:
- Less than a Bachelor's Degree: 3-4 years of HR experience
- Bachelor's Degree: 1-2 years of HR experience

MATERIALS REQUIRED
Materials Provided: SHRM Learning System® Print and Online Courseware

Disabilities Statement: Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Offices (SR) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.