

HR Management (SPHR/PHR Prep Course)
Course Syllabus



CLOSE
GROUP

Instructor:

Amanda Close MBA, CPT, SPHR

(206) 782-1254, Amanda@closegroup.org

Spring Dates: 2/15 – 4/26/10 ❖ Monday 6:00-9:00 p.m.

Fall Dates: 9/13 – 11/22/10 ❖ Monday 6:00-9:00 p.m.

A) Course Description: The course covers the six key functional areas defined by the HR profession and coincides with the body-of-knowledge tested on the professions' HRCI certification exam. This course contains both live and online components and is designed to provide the student with a strong foundational understanding through online lectures and enhanced application learning through live lectures, group exercises, class discussions and practice tests. The HR Mgt course provides students with the tools and information necessary to pass the SPHR/PHR exam.

B) Course Objectives: Participants will be able to comprehend, retain and apply the human resource body of knowledge and/or to prepare for the Professional Human Resource/Senior Professional Human Resource (PHR/SPHR) certification exam.

C) Student Expectations: Participants are expected to attend each class session. If you are unable to make a session, you are expected to make arrangements with the instructor to make up the course content. Participants are also expected to complete and turn in all of the application exercises, complete all tests, and participate in class activities. Expected student outcomes are successful preparation for the HRCI examinations and achievement of professional development goals. **Students will receive a certificate of completion for successful completion of the course.**

D) Methods of Instruction:

Self-directed Learning Modules: Each of the HRCP Self-directed Learning Modules contains readings, progress checks, and application exercises which contain complete case studies and discussion questions. These are to be completed before the corresponding class session.

On-line foundational lectures: Foundational lectures are available for students to review at leisure to assure strong understanding of HR concepts.

In-class instruction: Each session may be structured to include four components: an instructor lecture/discussion of the content, application exercises, and module tests to be completed most weeks.

E) Required Text

HRCP (Human Resource Certification Preparation) Program

F) Transferring skills into the work setting: Scenario based exercises that encourage group discussion/problem-solving ; reading course and outside materials in preparation for the HRCI examinations.

G) Content/Topic and Outline each Session: The following tentative schedule of classes is based on the amount of class content and an attempt to schedule the tests in a manner most conducive to the participants.

Class	Content	Reading Assignment	Test Schedule
Pre Session 1		For session 1: Strategic Management 1 st half	
Session 1 Feb 15 Sept 13	Course Introduction, Strategic Management	For session 2: Strategic Management 2 nd half	None
Session 2 Feb 22 Sept 20	Strategic Management	For session 3: Workforce Planning 1 st half	None
Session 3 Mar 1 Sept 27	Workforce Planning & Employment	For session 4: Workforce Planning 2 nd half HRD 1 st half	Strategic Management
Session 4 Mar 8 Oct 4	Workforce Planning & Employment	For session 5: HRD 2 nd half	None
Session 5 Mar 15 Oct 11	HRD	For session 6: Comp & Benefits 1 st half	Workforce Planning and Employment
Session 6 Mar 23 Oct 18	Comp and Benefits	For session 7: Comp & Benefits 2 nd half	Human Resources Development
Session 7 Mar 29 Oct 25	Comp and Benefits	For session 8: Emp & Labor Relations 1 st half	None
Session 8 Apr 5 Nov 1	Employee and Labor Relations	For session 9: Emp & Labor Relations 2 nd half	Compensation and Benefits
Session 9 Apr 12 Nov 8	Employee and labor relations	For session 10: Occupational Health, Safety, and Security	None
Session 10 Apr 19 Nov 17	Occupational Health, Safety, and Security	For session 11: Prepare for final exam	Emp & Labor Relations Health, Safety and Security
Session 11 Apr 26 Nov 22	Review		Final Examination (online)