

**HR Management (SPHR/PHR Prep Course)**  
**Course Syllabus**

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CLOSE  
GROUP

Instructor:

Amanda Close MBA, CPT, SPHR

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

**Spring Dates: 2/20 – 4/23/12** ❖ Monday 6:00-9:00 p.m.

**Fall Dates: 9/17 – 11/19/12** ❖ Monday 6:00-9:00 p.m.

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**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.

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**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.

<b>Class</b>	<b>Content</b>	<b>Reading Assignment</b>	<b>Test Schedule</b>
Pre Session 1		For session 1: Strategic Management 1 <sup>st</sup> half	
Session 1 Feb 20 Sept 17	Course Introduction, Strategic Management	For session 2: Strategic Management 2 <sup>nd</sup> half	None
Session 2 Feb 27 Sept 24	Strategic Management	For session 3: Workforce Planning 1 <sup>st</sup> half	Strategic Management
Session 3 Mar 5 Oct 1	Workforce Planning & Employment	For session 4: Workforce Planning 2 <sup>nd</sup> half HRD 1 <sup>st</sup> half	None
Session 4 Mar 12 Oct 8	Workforce Planning & Employment	For session 5: HRD 2 <sup>nd</sup> half	Workforce Planning and Employment
Session 5 Mar 19 Oct 15	HRD	For session 6: Comp & Benefits 1 <sup>st</sup> half	Human Resource Development
Session 6 Mar 26 Oct 29	Comp and Benefits	For session 7: Comp & Benefits 2 <sup>nd</sup> half	None
Session 7 Apr 2 Oct 29	Comp and Benefits	For session 8: Emp & Labor Relations 1 <sup>st</sup> half	Compensation and Benefits
Session 8 Apr 9 Nov 5	Employee and Labor Relations	For session 9: Emp & Labor Relations 2 <sup>nd</sup> half	None
Session 9 Apr 16 Nov 12	Employee and Labor Relations	For session 10: Occupational Health, Safety, and Security	Employee and Labor Relations
Session 10 Apr 23 Nov 19	Occupational Health, Safety, and Security Course Review	For session 11:	Health, Safety and Review