

## Collin College - Continuing Education COURSE SYLLABUS

### COURSE INFORMATION

**Course Number:** HRES 7435

**Course Title:** SHRM-CP and SHRM-SCP Certification Exam Prep

**Course Description:** Our certification preparation course is designed for individuals seeking SHRM-CP or SHRM-SCP certification. Certification is a great choice for HR professionals who want to increase their knowledge, advance their skills and earn recognition from the global community

**Suggested Course Prerequisite(s):** N/A

**Course Resources:** SHRM® On-Line Learning System and Book (included in tuition)

**Student Learning Outcomes:**

- 1) HR Competencies
- 2) Complete HR competencies
- 3) HR Strategic Planning and Talent Acquisition
- 4) Employee Engagement and Retention; Learning and Development
- 5) Total Rewards
- 6) Structure of the HR Function and Organizational Effectiveness and Development
- 7) Workforce Management
- 8) Employee and Labor Relations and Technology Management
- 9) HR in the global context; Diversity and Inclusion
- 10) Risk Management; Corporate Social responsibility
- 11) U.S. Employment Law and Regulations
- 12) Final Exam, Discussion and Review

**Certification Notes:** Refer to [www.shrm.org](http://www.shrm.org) for certification requirements and testing information.

**Next course recommendation:** N/A

**Refund Policy:** Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Course Sessions:** Listed are guidelines 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 each course in a certificate series for successful completion and to earn a certificate as specified.