OKLAHOMA CITY UNIVERSITY
MEINDERS SCHOOL OF BUSINESS
PHR/SPHR CERTIFICATION EXAMINATIONS
PREPARATION COURSE
Fall 2021

ONLINE SYLLABUS

1. **YOUR INSTRUCTOR**
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2. **CONGRATULATIONS ON YOUR CERTIFICATION DECISION!**
    You have enrolled in an exciting and challenging course. Human Resources Certification is a significant symbol of your professional achievement. Beyond experience and education, the PHR/SPHR designates that you have mastered the HR Body of Knowledge (HRBoK). Certification provides:
    - National Recognition of your professional achievement
    - An aid to career advancement
    - A reminder to peers and coworkers of your professional achievement through the use of your certification designation on business correspondence and by display of your certificate and/or social media badges

3. **COURSE DATES: Monday, September 20, 2021 – Saturday, November 14, 2021**

Week/Dates	Topics	Unit/Section
Week 1 **9/20/21 – 9/26/21**	- Orientation and overview of the study materials - Strategic HR Management - Organizational Strategy - HR Control and Evaluations - HR Technology - Organizational Environments - Organizational Design and Development - Organizational Culture - Global HR management	**Unit 1: Business Management** Leadership and Strategy Sections 1.1 – 1.8
Week 2 **9/27/21 – 10/3/21**	Unit 1: - Leadership and Management Theories - Decision Making - Ethics - HR Research and Analytics Unit 2: - Employment Discrimination - HR Planning - Job Analysis, Description and Specification - Recruitment and Selection	**Unit 1: Business Management** Leadership and Strategy Sections 1.9 – 1.12 **Unit 2: Talent Planning and Acquisition** Sections 2.1 – 2.5

Live Session #1 **Sunday, 10/3/21** **2:00 – 3:00 PM Central**	- Additional study resources - Review of Units 1 and 2	
Week 3 **10/4/21 – 10/10/21**	- Training and Development in the Organization - Principles of Training and Development - Training and Development Techniques - Presenting the Training: Delivery - Evaluation of Training Effectiveness - Talent Management Programs - Performance Management	**Unit 3: Learning and Development** Sections 3.1 – 3.7
Week 4 **10/11/21 – 10/17/21**	- Change Management - Organizational Development Intervention - Employee Retention - Total Reward: Financial and Non-financial - The Wage-level Decision - Job Evaluation Methods - Job Pricing and Pay Rate Administration - Economic Factors Affecting Compensation - Incentive Compensation Systems - Executive Compensation	**Unit 3: Learning and Development** Sections 3.8 – 3.10 Unit 4: Total Rewards Sections 4.1 – 4.7
Live Session #2 **Tuesday, 10/19/21** **7i:00 – 8:00 PM Central**	- Test Taking Tips/Strategies - Review of Unit 3	
Week 5 **10/18/21 – 10/24/21**	- Compensation Laws and Regulations - Employee Benefit Programs - Health Care Benefits - Managing Employee Benefit Programs - Benefits Laws and Regulations - Evaluating Strategy and Program Effectiveness - International HR Compensation Issues	**Unit 4: Total Rewards** Sections 4.8 – 4.14
Week 6 **10/25/21 – 10/31/21**	- Employee Relations - Employee Engagement - Employee Involvement Strategies - Diversity and Inclusion - Labor Relations - Union Representation of Employees - Employer Unfair Labor Practices - Union Unfair Labor Practices and Strikes - Collective Bargaining - Maintaining Nonunion Status	**Unit 5: Employee & Labor Relations** Employee Engagement Sections 5.1 – 5.10
Live Session #3 **Sunday, 10/31/21** **1:00 – 2:00 PM Central**	- Selecting and registering for your exam - Review Units 4 and 5	

Week 7 **11/1/21 – 11/7/21**	- Public Sector Labor Relations - Global Labor Relations - Grievance Systems - Employee Discipline Systems - Individual Employment Rights - Workforce Behavior Problems - Organizational Exit - Risk Management	**Unit 5: Employee & Labor Relations** Employee Engagement Sections 5.11 – 5.18
Week 8 **11/8/21 – 11/14/21**	- Safety - Health - Security Full Practice Exam	**Unit 5: Employee & Labor Relations** Employee Engagement Sections 5.19 – 5.21
Live Session #4 **Sunday, 11/14/21** **1:00 – 2:00 PM Central**	- Review of Unit 5 - Wrap up discussion	

4. PREPARING TO TAKE THE EXAM

Study Requirements. Before embarking on certification, candidates should understand that on average, candidates invest about 40-60 hours preparing for the examination. This is time spent away from recreational activities, family and friends. Before applying for the examinations, candidates should understand their obligations to ensure a satisfying experience – pass or fail.

Because the examinations measure mastery in the application of the HR Body of Knowledge (HRBoK), it is impossible to identify specific items that will be on the test. Instead, knowing the HR body of knowledge requirements and how to apply them are the best preparation. The Human Resources Certification Institute (HRCI) also recommends that no matter what the study method, candidates should use multiple sources from which to study. It is also highly recommended that students take as many practice exams and work through test questions as frequently as possible during their test preparation. Practice is the best way to ensure familiarity with the testing formats and to make you feel confident in your test taking ability.

HRCI Certification Handbook. All candidates for the PHR and SPHR exams should read the Handbook before submitting an application. Candidates should review and understand eligibility requirements, examination fees and test center locations and the refund policy and know that once an application has been submitted, they are obligated to abide by the information contained in the Handbook. A copy of the Handbook has been provided for you in our D2L classroom.

4. HUMAN RESOURCES BODY OF KNOWLEDGE (HRBOK)

The content and topics covered in the HRCI Certification Preparation Course materials are designed to familiarize students with the HRCI Human Resources Body of Knowledge (HRBoK).

The full HRBoK is available for purchase on the HRCI website, via Amazon, Barnes and Noble, and other online book sellers. This course *does not* require that you purchase the HRBoK separately, but you may want to have it for your personal library.

6. TEST INFORMATION

Upon completion of this preparation course, you will apply for examination via the HRCI website at https://www.hrci.org. When your application is approved, you'll schedule your examination with Pearson VUE at https://home.pearsonvue.com/hrci. There are two Pearson VUE testing centers in the metro Oklahoma City area, but spaces fill up quickly so it's best to schedule your examination date and time as soon as your application is approved if you plan to take the test in person. Pearson Vue also offers online proctored exams if you prefer remote testing. It's best to take the exam as close to the end of our preparation course as possible.

7. ONLINE CLASSROOM

Our course will take place online in the **D2L** learning platform at https://ocuonline.okcu.edu/d2l. If you have trouble accessing the D2L site, or any questions about how to navigate within the virtual classroom, help is available at the login page, or you may email the instructor directly. We will communicate through the D2L classroom and using your OCU email account so be sure to check it frequently. Many students find it helpful to forward their OCU email account to a personal account they check regularly.

The course will be divided into online Weeks. PowerPoint presentations for each week will be loaded in the classroom, and each week will include between 2 and 4 discussion forums or "threads" in the classroom. Students will provide a comprehensive, well formatted response to each discussion prompt and provide meaningful responses to each other's posts throughout the week. This is the equivalent to a live classroom discussion, so active participation is required.

Reading assignments are to be completed early in the week so topics can be discussed actively throughout the week. Quizzes can be taken in the HRCP site as many times as you'd like. The instructor will be able to track your progress and activity in the HRCP site, as well as in D2L.

"Live" Sessions – In addition to the discussion threads and email communication, you will have the opportunity to attend 4 scheduled 1 hour sessions via Zoom calls. We will cover specific topics in each session, but they will also be a chance for you to ask any questions or get further clarification on anything you're struggling with, or just want to discuss. Invitations will be sent via email for the 4 sessions; they are not mandatory, but please indicate whether you'll be able to attend.

8. COURSE MATERIALS

The study materials for this course are published by HRCP (Human Resources Certification Preparation).

Login credentials and information on accessing your study materials has been provided as part of your enrollment in the course. Course modules for weekly reading as well as Knowledge Checks (quizzes) and full practice exams are all provided on the HRCP site. Additional resources and materials will be provided in our D2L classroom.