

# SHRM/CP & SCP Exam Prep Course - Syllabus

Spring 2024 – BU 411

Georgian Court University

October 1st, 2024 –January 13th, 2025

Tuesdays Evenings – 6 p.m. to 9 p.m., EST – Online class

Session 1: October 1 <sup>st</sup> , 2024	Session 8: November 19 <sup>th</sup> , 2024
Session 2: October 8 <sup>th</sup> , 2024	Session 9: November 26 <sup>th</sup> , 2024
Session 3: October 15 <sup>th</sup> , 2024	Session 10: December 3 <sup>rd</sup> , 2024
Session 4: October 22 <sup>nd</sup> , 2024	Session 11: December 10 <sup>th</sup> , 2024
Session 5: October 29 <sup>th</sup> , 2024	Session 12: December 17 <sup>th</sup> , 2024
Session 6: November 5 <sup>th</sup> , 2024	No Class – December 24 <sup>th</sup> , 2024
Session 7: November 12 <sup>th</sup> , 2024	No Class – December 31 <sup>st</sup> , 2024
	Session 13: January 7 <sup>th</sup> , 2025
	Session 14: January 14 <sup>th</sup> , 2025

**Please Note:** The order of weekly topics seen below may change, to the discretion of your instructor Dr. Stephen W. Oliver. This document is created to help you stay on track with your schedule, and also to give you an idea of what's to come. Think of this as a fluid schedule, which will be tailored to your classroom's needs.

***The Test Window for the National exam goes from December 1st, 204 - February 15th, 2025.*** Make sure to sign up for your exam date early as – spots fill up fast! If you have questions about this, email [cps@georgian.edu](mailto:cps@georgian.edu) or ask your instructor and we will help walk you through it.

**Note:**

To take the national exam, please sig-up for the exam on the SHRM testing website:

[https://www.shrm.org/credentials/certification?&utm\\_medium=ads&utm\\_source=GoogleSearch&utm\\_content=CERTIFICATION&utm\\_campaign=cert certification~hrpro~search&utm\\_content=158798882363&gad\\_source=1&gclid=EAIaIQobChMIoOL40K6phQMVAWBHAR063wnbEAAYASAAEgL2\\_vD\\_BwE](https://www.shrm.org/credentials/certification?&utm_medium=ads&utm_source=GoogleSearch&utm_content=CERTIFICATION&utm_campaign=cert%20certification~hrpro~search&utm_content=158798882363&gad_source=1&gclid=EAIaIQobChMIoOL40K6phQMVAWBHAR063wnbEAAYASAAEgL2_vD_BwE)

**And then sign-up to take the test at a Prometrics site.**

<https://www.prometric.com/>

## Schedule of Assignments and Activities:

Date	Topic	Book
<p><b>Session 1</b></p> <p><b>Tuesday</b></p> <p><b>October 1<sup>st</sup>, 2024</b></p>	<p><b><u>Business &amp; HR Strategy</u></b></p> <ul style="list-style-type: none"> <li>• Welcome and Introductions</li> <li>• An Overview of the class</li> <li>• An Overview of the SHRM learning system, and SHRM BASK – Body of Applied Skills &amp; Knowledge.</li> <li>• A review of materials and modules, testing, &amp; study guides.</li> <li>• Recommendations for taking the final exam and the SHRM/CP &amp; SCP certification test through Prometrics testing centers.</li> <li>• Strategies for learning, studying, test-taking and success.</li>   <li>• A study of business acumen competency by looking at:               <ul style="list-style-type: none"> <li>○ Business and competitive awareness</li> <li>○ business analysis</li> <li>○ strategic alignment and assessment of organizational resources</li> <li>○ consulting process</li> <li>○ skills and change management</li> </ul> </li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li>   <li>•</li> </ul>	<p>HR Strategy</p> <p>People Book</p> <p>Pages 1- 56</p>

<p><b>Session 2</b> <b>Tuesday</b> <b>October 8<sup>th</sup>, 2024</b></p>	<p><b><u>Intro: HR Competency -1</u></b></p> <ul style="list-style-type: none"> <li>• A Review again of strategies for learning, studying, test-taking and success.</li> <li>• A review of Eight HR behavioral competencies.</li> <li>• Suggestions and recommendations for additional study materials</li> <li>• Please read materials in books before class.</li> <li>• Possible YouTube and/or Ted Talk video – Watch before class.</li> </ul>	<p>HR Competency Book  Pages 1- 189</p>
<p><b>Session 3</b> <b>Tuesday</b> <b>October 15<sup>th</sup>, 2024</b></p>	<p><b><u>HR Competency -2</u></b></p> <ul style="list-style-type: none"> <li>• A detailed review of the HR competencies within the SHRM Learning System. <ul style="list-style-type: none"> <li>○ Leadership &amp; Navigation</li> <li>○ Ethical Practice</li> <li>○ Relationship Management</li> <li>○ Communication</li> <li>○ Global and Cultural Effectiveness</li> <li>○ Business Acumen</li> <li>○ Consultation</li> <li>○ Critical Evaluation Competencies</li> </ul> </li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> <li>•</li> </ul>	<p>HR Competency Book  Pages 200 - 306</p>
<p><b>Session 4</b> <b>Tuesday</b> <b>October 22<sup>nd</sup>, 2024</b></p>	<p><b><u>Structure of HR – Organization Effectiveness &amp; Developing Workforce Management</u></b></p> <ul style="list-style-type: none"> <li>• Discover the role of HR in companies from a strategic role, to an administrative role, to operational.</li> <li>• Develop an HR service culture.</li> <li>• Understand how HR can develop the workforce from front line to leaders.</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>Organization Book  Pages 1 to 121</p>

<p><b>Session 5</b> <b>Tuesday</b> <b>October 29<sup>th</sup>, 2024</b></p>	<p><b><u>Employee &amp; Labor Relations, Technology &amp; Data</u></b></p> <ul style="list-style-type: none"> <li>• Explore employment relationship, international labor standards, employer rights under the law, employment contracts, and employee relationship strategy.</li> <li>• A discussion of: <ul style="list-style-type: none"> <li>○ Labor and trade unions</li> <li>○ HR &amp; technology, and the importance of big data &amp; HR</li> <li>○ Key issues in acquiring technology</li> <li>○ HR technology application</li> <li>○ Implementing and assessing new technologies for better employee information</li> </ul> </li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>Organization Book  Pages 124 - 199</p>
<p><b>Session 6</b> <b>Tuesday</b> <b>November 5<sup>th</sup>, 2024</b></p>	<p><b><u>Diversity &amp; Inclusion: Risk Management</u></b></p> <ul style="list-style-type: none"> <li>• A review of the benefits and costs to Diversity &amp; Inclusion.</li> <li>• A look at company strategies, training &amp; development, measurement &amp; evaluation of Diversity &amp; Inclusion, overall respect in the workplace, demographics of staff/ customers/clients to meet the needs of the changing customer and workforce.</li> <li>• A definition of risk &amp; risk management.</li> <li>• Identifying, analyzing, and evaluating risks in the workplace.</li> <li>• What is emergency preparedness and business continuity in an organization?</li> <li>• How do we manage and evaluate workplace risk?</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>Workplace Book  Pages 52 -115</p>

<p><b>Session 7</b> <b>Tuesday</b> <b>November 12<sup>th</sup>, 2024</b></p>	<p><b><u>Corporate Social Responsibility &amp; HR</u></b></p> <ul style="list-style-type: none"> <li>• Compliance vs. ethics challenges and opportunities</li> <li>• Looking at the role of governance in CSR <ul style="list-style-type: none"> <li>○ Defining sustainability with stakeholders and bottom-line effectiveness</li> <li>○ Defining the frameworks, guidelines, and strategic processes for CSR with an organization</li> </ul> </li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>Workplace Book Pages 118 - 152</p>
<p><b>Session 8</b> <b>Tuesday</b> <b>November 19<sup>th</sup>, 2024</b></p>	<p><b><u>Talent Acquisition, Employee Engagement &amp; Retention</u></b></p> <ul style="list-style-type: none"> <li>• A look at strategic staffing, growth strategies for staffing, global planning for talent acquisition, and employment branding.</li> <li>• Fundamentals of job descriptions, sourcing and recruiting strategies, talent selection process, and onboarding opportunities &amp; challenges.</li> <li>• Understanding employee engagement &amp; retention and developing strategies for both.</li> <li>• Looking at the drivers of employee engagement, organizational culture, employee well-being, and the impact of managers on engagement.</li> <li>• Developing employee engagement &amp; retention program, performance management &amp; reviewing employee engagement, and retention metrics.</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>People Book Pages 58 - 211</p>

<p><b>Session 9</b> <b>Tuesday</b> <b>November 26<sup>th</sup>, 2024</b></p>	<p><b><u>Managing a Global Workforce</u></b></p> <p>A review of globalization and the move from developing to emerging economies.</p> <ul style="list-style-type: none"> <li>• Understanding global HR &amp; organizational strategies and managing global assignment.</li> <li>• Working with expatriates, preparing them, and repatriating them.</li> <li>• Looking at global integration vs local responsiveness.</li> <li>• Moving work across borders and understanding the hyper-connectivity of work today.</li> </ul>	<p>Workplace Book Pages 1 - 46</p>
<p><b>Session 10</b> <b>Tuesday</b> <b>December 3<sup>rd</sup>, 2024</b></p>	<p><b><u>U.S. Employment Law &amp; Regulation:</u></b></p> <p><b><u>US Only Part 1</u></b></p> <ul style="list-style-type: none"> <li>• Looking at the legislative &amp; regulatory environment.</li> <li>• Understanding the sources of law, and important legislative and regulatory terms.</li> <li>• A look at the impact of the law and how HR is involved in litigation processes.</li> <li>• Equality Opportunity: reviewing the laws and how they connect to workplace harassment.</li> <li>• U.S. compensation laws, U.S. leave &amp; benefits laws, and U.S. Employee safety &amp; health laws.</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>Workplace Book Pages 156 - 230</p>

<p><b>Session 11</b></p> <p><b>Tuesday</b></p> <p><b>December 10<sup>th</sup>, 2024</b></p>	<p><b><u>Employment Law &amp; Regulation:</u></b></p> <p><b><u>US Only Part 2</u></b></p> <ul style="list-style-type: none"> <li>• A review of the major pieces of employment legislation, looking at: <ul style="list-style-type: none"> <li>○ miscellaneous U.S. Protection Laws</li> <li>○ fair credit reporting</li> <li>○ immigration reform, &amp; control act</li> <li>○ other types of legislation</li> </ul> </li> <li>• Understanding the EEOC and the complaint process.</li> <li>• Looking at employee records management requirements in the U.S.</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>People Book</p> <p>Pages 233 - 265</p>
<p><b>Session 12</b></p> <p><b>Tuesday</b></p> <p><b>December 17<sup>th</sup>, 2024</b></p>	<p><b><u>Learning &amp; Development</u></b></p> <ul style="list-style-type: none"> <li>• Understanding adult learning, learning theory, and concepts.</li> <li>• An overview of how training and development can create current and immediate skills for employees in the organization and long-term development for staff training &amp; development.</li> <li>• A review of the career development process and how to develop leaders.</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>People Book</p> <p>Pages 216 - 285</p>



<p><b>December 24<sup>th</sup>, 2024</b></p>	<p><b>NO CLASS –</b></p> <p><b>Christmas Eve Holiday.</b></p> <p><b>Please study and take practice tests this week</b></p>	
<p><b>December 31<sup>st</sup> 2024</b></p>	<p><b>NO CLASS –</b></p> <p><b>New Year’s Eve Holiday</b></p> <p><b>Please study and take practice tests this week</b></p> <p><b>HAPPY NEW YEAR 2025 TO ALL!</b></p>	

<p><b>Session 13</b></p> <p><b>Tuesday</b></p> <p><b>January 7<sup>th</sup>, 2025</b></p>	<p><b><u>Total Rewards: Unpacking Your FULL Benefits</u></b></p> <ul style="list-style-type: none"> <li>• An overview of compensation systems and benefits.</li> <li>• Reviewing total rewards strategy for a philosophy that will match the company’s mission and values.</li> <li>• Ways to reward employees to engage them financially, motivate them, and to compensate them fairly.</li> <li>• Complying with wage and hour laws.</li> <li>• Looking at tools for compensation, benefits systems, and metrics.</li> <li>• Looking at pay, paid-time-off, and family-oriented benefits.</li> <li>• Health and welfare benefits, severance &amp; unemployment, and retirement benefits.</li> <li>• Please read materials in books before class.</li> <li>• Possible You Tube and/or Ted Talk video – Watch before class.</li> </ul>	<p>People Book</p> <p>Pages – 288 – 333</p>
<p><b>Session 14</b></p> <p><b>Tuesday</b></p> <p><b>January 14<sup>th</sup>, 2025</b></p>	<p><b><u>Final Review Exam</u></b></p> <ul style="list-style-type: none"> <li>• Comprehensive practice exam for the course.</li> <li>• National SHRM/CP/SCP exam simulation.</li> </ul>	<p>Administered Online</p> <p><b>You are on your Honor through GCU to not use any resources while taking the final exam.</b></p>