

COURSE SYLLABUS

The HRCI Prep Class

THE HUMAN RESOURCE CERTIFICATION INSTITUTE PREPARATION CLASS

SPRING 2018

Tuesday Evening Class

Lovitt & Touché Learning Academy

1050 W. Washington Street, Suite 233, Tempe, AZ 85281

For

PHR and SPHR CERTIFICATION

Note: Registering for this class does NOT register you for the examination

Register at: www.hrci.org

Your application window is open year-round.

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Class meets every Tuesday, 6:00 pm until approximately 9:30 p.m.

Beginning Tuesday, February 13, 2018 and the last class is Tuesday, May 8, 2018

In preparation for the first night of class: First, obtain your books from the Class Administrator, then set up your account on www.HRCP.org and complete the Comprehensive Practice Exam 2017 (Form A). This Practice Exam has no impact on your grade. Bring the completed Student Data Sheet, the completed Word Match Quiz, this Syllabus, your seating chart and Unit 1, Business Mgmt and Strategy and Unit 6, Risk Mgmt with you to the first class. There is no other reading or preparation required for the first night.

Please make arrangements to eat something BEFORE coming to class. No food or snacks can be consumed in the classroom.

Syllabus dated: 09/30/17

Course Syllabus (page 2)

CLASS SCHEDULE AND ASSIGNMENTS

<u>Date</u>	<u>Class/Topic</u>	<u>Notes</u>
CLASS ONE Tuesday, 02-13-18	Course overview, learning objectives, rules, HRCI orientation, study hints, Q&A, secret to success, discussion lab group intro.	Please complete the SALMON form with your test date. If you plan to take the SPHR, we need to talk.
CLASS TWO Tuesday, 02-20-18	<u>Module Six:</u> Risk Management WMQ1, EXAM	PHR 8%, SPHR 7%
CLASS THREE Tuesday, 02-27-18	<u>Module Five:</u> EE and Labor Relations WMQ2	PHR 20%, SPHR 14%
CLASS FOUR Tuesday, 03-06-18	<u>Module Five:</u> EE and Labor Relations WMQ3, EXAM	
CLASS FIVE Tuesday, 03-13-18	<u>Module Four:</u> Compensation & Benefits WMQ4	PHR 19%, SPHR 13%
CLASS SIX Tuesday, 03-20-18	<u>Module Four:</u> Compensation & Benefits WMQ5, EXAM	Let me know your exam date
CLASS SEVEN Tuesday, 03-27-18	<u>Module Three:</u> HR Development WMQ6	PHR 18%, SPHR 19% Collect PREPSTER feedback survey
CLASS EIGHT Wednesday, 04-03-18	<u>Module Three:</u> HR Development WMQ7, EXAM	
CLASS NINE Tuesday, 04-10-18	<u>Module Two:</u> Workforce Planning and Employment WMQ8	PHR 24%, SPHR 17%
CLASS TEN Tuesday, 04-17-18	<u>Module Two:</u> Workforce Planning and Employment WMQ9, EXAM	
CLASS ELEVEN Tuesday, 04-24-18	<u>Module One:</u> Business Management and Strategy WMQ10	PHR 11%, SPHR 30%
CLASS TWELVE Tuesday, 05-01-18	<u>Module One:</u> Business Management and Strategy WMQ11, EXAM	
CLASS THIRTEEN Tuesday, 05-08-18	Review of test taking skills and what to expect at exam site COMPREHENSIVE FINAL EXAM	Collect PREPSTER feedback survey Final grades out in one week

Pages 3-7 will be provided to all students before class begins