

COURSE SYLLABUS

The HRCI Prep Class

THE HUMAN RESOURCE CERTIFICATION INSTITUTE PREPARATION CLASS

FALL 2019

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.

Jack W. Milligan SPHR, GPHR, Instructor

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Trisha Milligan – Class Administrator

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

Beginning Tuesday, September 10, 2019 and the last class is Tuesday, December 3, 2019

In preparation for the first night of class: First, obtain codes from the Class Administrator, then set up your account on website and complete The HRCI Prep Class Pre-Test, 25 questions. This Pre-Test has no impact on your grade. The Pre-Test is 25 questions so plan about 30 minutes for completion. After we access your scores we will have a phone call about your strengths, opportunities and study strategies.

Bring the completed Student Data Sheet, the completed Word Match Quiz, this Syllabus, and your seating chart with you to the first class. There is no other reading or preparation required for the first night.

Throughout the course, please make arrangements to eat something BEFORE coming to class. No food or snacks can be consumed in the classroom. We have a break room but only one 12-15 minute break at approximately 7:30 p.m. You are welcome to have food in the break room – but not the classroom.

Syllabus dated: 3/12/2019

Course Syllabus (page 2)

CLASS SCHEDULE AND ASSIGNMENTS

<u>Date</u>	<u>Class/Topic</u>	<u>Notes</u>
CLASS ONE Tuesday, 9-10-19	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, 09-17-19	<u>Unit Three:</u> Learning and Development WMQ1	PHR 10%, SPHR 12%
CLASS THREE Tuesday, 09-24-19	<u>Unit Three:</u> Learning and Development WMQ2, EXAM, 173 pages	
CLASS FOUR Tuesday, 10-01-19	<u>Unit Two:</u> Talent Planning and Acquisition WMQ3	PHR 16%, SPHR 16%
CLASS FIVE Tuesday, 10-08-19	<u>Unit Two:</u> Talent Planning and Acquisition WMQ4, EXAM, 150 pages	
CLASS SIX Tuesday, 10-15-19	<u>Unit Four:</u> Total Rewards WMQ5	PHR 15%, SPHR 12% Let me know your exam date
CLASS SEVEN Tuesday, 10-22-19	<u>Unit Four:</u> Total Rewards WMQ6, EXAM, 200 pages	Collect PREPSTER feedback survey #1
CLASS EIGHT Wednesday, 10-29-19	<u>Unit Five:</u> EE and Labor Relations and EE Engagement WMQ7	PHR 39%, SPHR 20%
CLASS NINE Tuesday, 11-05-19	<u>Unit Five:</u> EE and Labor Relations and EE Engagement WMQ8	
CLASS TEN Tuesday, 11-12-19	<u>Unit Five:</u> EE and Labor Relations and EE Engagement WMQ9, EXAM, 264 pages	
CLASS ELEVEN Tuesday, 11-19-19	<u>Unit One:</u> Business Management/ Leadership and Strategy WMQ10	PHR 20%, SPHR 40%
CLASS TWELVE Tuesday, 11-26-19	<u>Unit One:</u> Business Management/ Leadership and Strategy WMQ11, EXAM, 164 pages	
CLASS THIRTEEN Tuesday, 12-03-19	Review of test taking skills and what to expect at exam site COMPREHENSIVE FINAL EXAM	Collect PREPSTER feedback survey #2 Final grades out in one week

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