



North Carolina Agricultural and Technical State University

Office of Continuing Studies and Professional Development

Prepare to Pass with the #1 PHR/SPHR Cert Prep Tool

The SHRM Learning System[®] Course

[Register now.](#)

This intensive 12 week program offered by North Carolina A & T State University is designed primarily for individuals seeking the most sought-after HR certification as a Professional in Human Resources (PHR[®]) or Senior Professional in Human Resources (SPHR[®]).

12 Weeks, February 25, 2014 – May 20, 2014, [ONLINE](#)

Tuition: \$949 (includes course materials)

Continuing Education Units: 3.6 CEU



Who should take this course?

Our Human Resource certification preparation course is designed primarily for individuals seeking a PHR or SPHR certification.

Advancing your career. For those not seeking certification, the SHRM Learning System course provides a comprehensive and accelerated option for professional development. Participants gain a generalist point of view, refresh key ideas and concepts, strengthen their understanding of core competencies and increase productivity.

Assess. Study. Discuss. Succeed.

As an added advantage, we use the newly updated 2013 SHRM Learning System. It features up-to-date content and advanced tools that streamline study time, accelerate learning and build confidence for passing the PHR or SPHR exam.

By attending our course, you'll benefit from:

- An experienced, certified instructor
- The SHRM Learning System, ranked the #1 certification prep tool
- A structured learning experience that keeps you on track
- Opportunities to network and learn from your peers
- Tuition reimbursement and 3.6 CEUs.

IN PARTNERSHIP WITH
SHRM[®]
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Great class! The instructor did an awesome job!

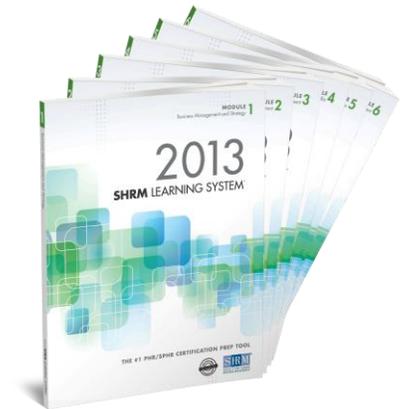
Increase Your Professional Value - The advantages of certification include becoming more valuable to your company, having an advantage when applying for a new job, demonstrating commitment and understanding of the HR profession and showing your dedication to continuing your education.

This course is offered in partnership with the Society for Human Resource Management (SHRM). The course investment includes all course materials but does not cover registration for the PHR or SPHR examinations.

Course Topics

The most up-to-date learning modules

The SHRM Learning System includes six modules covering the entire HR Certification Institute body of knowledge so you'll learn everything you need for the PHR or SPHR exam. Modules were updated to reflect the new HR practice and legislation in the HR Certification Institute's body of knowledge.



1. Business Management and Strategy

- Strategic role of HR in organizations
- HR business management skills
- Strategic planning process
- Evaluating the internal/external environment
- HR and the legislative and regulatory environment

2. Workforce Planning and Employment

- Employee rights, privacy and consumer protection legislation
- Organizational staffing requirements
- Job analysis and documentation
- Recruitment, flexible staffing, selection and retention

3. Human Resource Development

- Organizational development initiatives
- Adult learning and motivation
- Training and development
- Talent and performance management

4. Compensation and Benefits

- Compensation structure and systems
- Benefit programs (Government mandated, deferred comp plans, health care and other non-statutory benefits)
- Compensation and benefits legislation
- Evaluating compensation and benefits programs

5. Employee and Labor Relations

- Employee and labor relations legislation
- Union organizing and collective bargaining
- Unfair labor practices
- Discipline and complaint resolution

6. Risk Management

- Organizational risk
- Workplace safety, health, security and privacy
- Risk management legislation



More ways to learn

Whatever your learning style, you'll find ways to test your knowledge and build confidence. Use the interactive case study, featuring real-life scenarios and questions, to apply your knowledge. And, check out the Online Learning Center for a wealth of supplemental study materials:

- **Quickstarts** – guided overviews for each module highlight key topics
- **Assessment** – identifies topics a participant already knows and those areas that require more time and attention
- **Tests** – more than 1,000 questions for continually testing knowledge and comprehension
- **Post-test** – weighted and balanced to mimic the scored PHR/SPHR exam; presented in the style and format used by the HR Certification Institute
- **Online Resource Center** – includes downloadable audio and web casts, flashcards (printed, online or audio), HR updates, related links, feedback feature and more.

Registration details

Online: [SHRM LS Online Registration](#)

Fax Registration: Download, print and complete the attached registration form and fax with payment information to **336-334-7081**

Mail Registration: Download, print and complete the attached registration form and mail with payment to: **North Carolina A & T State University, Office of Continuing Education, 1601 E. Market Street, Greensboro, NC 27411**

Registration deadline: **February 14, 2014**

Program Requirements: There are no admission requirements to take this program.

PHR and SPHR Exam Requirements: To apply for either the PHR or the SPHR, candidates must have a combination of education and professional HR experience. For more information, see the Certification Handbook or visit www.HRCI.org.

For More Information

Contact **Pat White, 336-334-7810**, or e-mail whitep@ncat.edu.

Other resources:

- Society for Human Resource Management (SHRM):
www.shrm.org
- HR Certification Institute: www.hrci.org

Access the SHRM Learning System via your PC, laptop, your mobile device, or e-reader making it easy to study wherever and whenever you have time.

**North Carolina A&T State University
Office of Continuing Education**



Noncredit Registration Form

Last Name: _____ First Name: _____ Middle: _____

Street: _____

City: _____ State: _____ Zip: _____

Home #: _____ Email: _____

Course/Program Title	Days	Tuition and Fees

Several ways to register: [1] mail the form to: Office of Continuing Education, NC A&T State University, 1601 East Market Street, Wendover Bldg., Suite 109, Greensboro, NC 27411, or [2] Fax: 336-334-7081; or [3] phone in your registration: 1-888-323-6237 or 336-334-7810, [4] in person at 1020 East Wendover Building, Suite 109 [5] Online at <http://www.ncat.edu/academics/outreach/>.

Payment Options: **Check** **Credit Card/Debit ATM** **Please Invoice Me**

Please make check payable to: NC A&T State University

Credit Card: **Visa** **MasterCard** **American Express**

Card #: _____ Expiration Date: _____ VCODE _____

Amount: \$ _____ Cardholder's Name: _____

Signature _____ Date _____

Refund requests must be made in writing to the Office of Continuing Studies no later than five business days prior to the beginning of the course. The requester must complete the Request for Taxpayer Identification and Number (W9 Form). An administrative fee of 25% of total registration fees will be deducted. Minimum administrative fee is \$25. Refund requests received after the deadline will not be honored. A substitute may attend the program in your place. If you do not attend the program and do not submit a refund request as stated above, the University will retain all fees.