

**NBDC / UNIVERSITY OF NEBRASKA AT OMAHA
SHRM CP/SCP ONLINE PREP COURSE
FALL 2017**

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Course Blackboard website at UNO

<https://blackboard.unomaha.edu/>

User Name = _____

Password = _____

Portal to retrieve and submit case assignments, participate in discussion threads, watch video lectures, and download PowerPoint presentations.

SHRM LearnHRM website

<http://learnhrm.partnererc.com/am/@@login> - Now able to download the learning modules to your tablet, kindle, or iPad.

Unique sign-on for each participant –

User Name = _____

Password = _____

Portal to module reviews (tests), pre and post-tests, additional practice questions, flashcards, and downloadable reading material.

COURSE OBJECTIVES

This course is designed to prepare participants for the SHRM exams (CP and SCP). Utilizing the SHRM Learning system, the course provides a comprehensive survey of human resource functions including: HR Competencies, HR Strategic Plan & HR in the Global Context, Talent Acquisition, Employee Engagement & Retention, Learning & Development, US Employment Laws, Total Rewards, Structure of HR Function, Workforce Management, and more. Web-based pre- and post-tests along with Functional Area reviews prepare participants for the SHRM exam.

COURSE GUIDELINES

To earn certificates of completion from UNO and SHRM, each participant must complete the following assignments:

1. Pre-test (**prior to September 4, 2017**)
2. Review test for **each** of the Functional Areas
3. Post-test (**no later than November 26, 2017**)
4. Complete **four out of five** threaded discussions
5. Complete **five out of six** case study assignments

The total course runs for 12 weeks. It is highly recommended that each student complete both the discussion and case for his/her weakest content area.

COURSE ACCESS

Participants will be accessing **two different websites** throughout the course.

The **LearnHRM** website is used for:

- Comprehensive pre-test (Test Yourself Assessment)
- Each of the Functional Area reviews (tests)
- Functional Area Quickstarts (short overviews)
- Comprehensive post-test
- Practice questions
- Flash cards

The **UNO Blackboard** website is used for:

- Participating in threaded discussions
- Downloading and submitting case assignments
- Corresponding with the facilitator

COURSE ACTIVITIES AND DELIVERABLES

Prior to the course start date (**September 4, 2017**) each student must register on the LearnHRM website and complete the Pre-test. This test will identify the current level of knowledge in each of the functional areas and serves as a baseline for progress in the course. Each student will select either the SHRM-CP or SHRM-SCP level; and are free to complete both sets of tests throughout the course.

Threaded discussions will be posted on the UNO Blackboard website. Participants can post throughout the week in response to questions posed by the facilitator as well as other participants. Threaded discussions will be released throughout the course. To earn credit for a threaded discussion, the participant must answer **ALL** questions in the assignment with a minimum of 200 words in the total response. Late postings will not count towards course fulfillment, as the purpose of threaded discussions is to generate dialogue among group members. Late postings will likely not be read by any other group members and therefore do not add to the exchange of ideas.

Case assignments can be downloaded from the UNO Blackboard website and submitted during the week of the due date. Cases will be available from the commencement of the course if you wish to work ahead. Cases should be submitted via the Assignments link on the UNO Blackboard course website by 10:00 p.m. on Sunday of the due date. When naming the file for submission, do not use any characters other than letters and numbers. Files cannot be opened if the file name contains spaces or other characters. Within a few days of the due date an exemplar response will be posted via a Blackboard announcement to help you evaluate your own response.

Functional Area reviews must be completed on the LearnHRM website for each of the areas. There are 16 Functional Areas and reviews are essentially tests for each area. There are two reviews for each. Each participant is required to complete **one** of the reviews for **each** Functional Area. Participants are encouraged to complete both for additional practice testing. At the conclusion of the course each participant must complete the 100 question Post-test with a minimum passing score of 80%. In addition to the Post-test, there are two Bonus tests that participants can complete if they desire.

Participants will have access to the LearnHRM website and the UNO Blackboard course website for 12 months from the beginning of the course. If a participant chooses to sit for the CP in the spring testing window and subsequently decides to sit for the SCP in the fall testing window, both websites would be available for practice testing and content review. However, facilitator support and threaded discussions would not be available.

The course outline on the following page details the content plan and weekly deliverables. The week begins on Monday and closes on Sunday. This gives you the full weekend to wrap up the assignments and begin fresh at the start of the workweek.

SHRM CP, SCP Prep Course

Week of	Learning Topic	Book and Reading Assignments
Orientation: Friday, August 25 th		Course and instructor Introduction and receive materials. Pre-test due by September 4 th
September 4 th	HR Competencies	Read entire book – HR Competencies. Threaded discussion due September 11 th HR Competencies Functional Area Test due September 11 th
September 11 th	Organization	Read Structure of HR Function and Organization Effectiveness & Development Threaded discussion due September 18 th Functional Area Tests due September 18 th – Structure of HR Function and Organization Effectiveness & Development
September 18 th	Organization	Read Workforce Management and Employee & Labor Relations Keep on Trackin' case due September 25 th Functional Area Tests due September 25 th – Workforce Mgmt and Employee & Labor Relations
September 25 th	Organization	Read Technology Management Wilson County Hospital case due October 2 nd Functional Area test due October 2 nd – Tech. Mgmt
October 2 nd	Workplace	Read U.S. Employment Law & Regulations Threaded discussion due October 9 th
October 9 th	Workplace	Continue reading U.S. Employment Law & Regulations Unequal/Equal case due October 16 th Functional Area test due October 16 th – U.S. Employment Law & Regulations
October 16 th	People	Read Talent Acquisition and Employee Engagement & Retention Threaded discussion due October 23 rd Functional Area tests due October 23 rd – Talent Acquisition and Employee Engagement & Retention
October 23 rd	People	Read Learning & Development and Total Rewards Scientific Turmoil case due October 30 th Functional Area tests due October 30 th – Learning & Development and Total Rewards
October 30 th	People & Workplace	HR Strategic Planning and HR in the Global Context Phillips Furniture case due November 6 th Functional Area tests due November 6 th – HR Strategic Plan and HR in the Global Context
November 6 th	Workplace	Read Diversity & Inclusion and Corporate Social Responsibility Threaded discussion due November 12 th Functional Area tests due November 12 th – Diversity & Inclusion and Corporate Social Responsibility
November 13 th	Workplace	Read Risk Management What happened to Bob? Case due November 19 th Functional Area test due November 19 th – Risk Mgmt
November 20 th	Final Exam	Post-test due November 26 th