Human Resources Exam Preparation

Corporate College Seminar Series

Date: October 2 – December 11

Presented by: Lone Star Corporate College with University of Phoenix

Format: Instructor-led hybrid (mainly online with some classroom instruction)

Meets: Online for 10 weeks
In-person orientation: October 2 from 9-11 a.m.
In-person wrap-up: December 11 from 8 a.m. to Noon

Location: LSC-University Park
20515 State Highway 249 (at Louetta Rd.)
Houston, TX 77070

Description: This program prepares human resources professionals to take the nationally-recognized Professional in Human Resources (PHR®) and Senior Professional in Human Resources (SPHR®) certification exams.

This program is designed for professionals who have at least two years' experience in human resources and are looking to develop their skills for more advanced positions.

Overview: Course topics include:

- Business management and strategy
- Workforce planning and employment
- Human resource development
- Compensation and benefits
- Employee and labor relations
- Risk management

CEU's: 4.0

Cost: $1,250

Students are responsible for purchasing the SHRM Learning System. Cost is approximately $460.

To register: LoneStar.edu/CE-registration or 281.290.2601

For more information, contact:
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Overview

The PHR/SPHR certification preparation course provides an in-depth overview of the body of Human Resources (HR) knowledge. By attending this course, you identify your areas of strength to build on and the areas where you need further concentrated study to prepare for taking either exam. Earning PHR/SPHR certification demonstrates that you are knowledgeable about the best practices in HR management. It also increases your marketability and builds credibility with employees and leaders in your organization. By preparing well for the certification examination, you can increase your chances of success.

Program Format

• Online, instructor-led, undergraduate level course

• Courses not only serve as test preparation, but also instruct students on key industry content

• Participants meet five (5) hours per week, for ten (10) weeks

• Includes on-site orientation workshop prior to PHR Exam Prep series launch

• Includes on-site group review session

Program Contact

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Course content subject to HRCI content guidelines

For a complete and current list of PHR/SPHR certification exam requirements and qualifications, the University of Phoenix encourages participants to visit the Human Resource Certification Institute website: HRCI.org/HRCertification.
Topics & Objectives

Business Management & Strategy: Module 1

- Define HR's role in creating an organization’s strategy.
- Explain how to develop an HR business plan that is aligned to the organization’s strategic plan.
- Explain how HR supports other functions’ strategic roles.
- Discuss the key trends in the HR profession and HR’s strategic role in those trends.

Workforce Planning & Employment: Module 2

- Define the role of HR in workforce planning and employment.
- Evaluate workforce requirements to achieve the organization’s short- and long-term goals and objectives while ensuring activities comply with applicable federal, state, and local laws and regulations.
- Identify workforce assessment, interviewing, and selection techniques.
- Evaluate retention strategies to keep talented employees in the organization.

Human Resource Development: Module 3

- Define the role of HR in training and developing employees.
- Develop programs that increase employee motivation and improve employee performance.
- Explain how to implement and evaluate the effectiveness of the organization’s appraisal process.

Compensation & Benefits: Module 4

- Define the role of HR in the development, implementation, and evaluation of direct compensation and indirect compensation policies, programs, and pay structures that support the organization’s strategic goals, objectives, and values.
- Recognize the need to develop, implement, and evaluate compensation polices, programs, and pay structures based on internal equity and external market conditions.
- Discuss compensation legislation that affects employer compensation policies.

Employee & Labor Relations: Module 5

- Define the role of HR in employee and labor relations.
- Recognize the role unions have had and continue to have in the workplace.
- Discuss the role of employee relations in nonunionized environments.

Risk Management: Module 6

- Explain the importance of risk management to an organization.
- Define the role of HR in a risk-management program.