

Advance your human resource **career.** **Prepare for HR certification.**

Human resource certification preparation

Featuring the SHRM Learning System® Course: An intensive 12 week program designed primarily for individuals seeking certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®).

Seeking recertification? This is a great time to recertify! If you received your certification in 2005 or 2006, you can earn recertification credits (roughly 36 of the total 60 that you need) for sitting through the course (which is based on a new body of knowledge since you passed the exam), and you don't have the pressure of having to test at the end of class.

Tuesday evenings, 6:00-9:00 p.m., February 19–May 6, 2008
Saint Joseph College, West Hartford, CT



Course investment

A course fee of \$1095 includes the SHRM Learning System® print modules, online learning software or CD ROM, access to the online Resource Center, instructor handouts, and 36 hours of classroom instruction. To allow time to order your course materials, please register by February 5, 2008.

You may qualify for tuition reimbursement from your employer.

Register now. Space is limited.

Isn't it time you prepare for the PHR® or SPHR® certification exam? These valuable credentials will set you apart from other HR professionals and open the door to new career opportunities. Prepare for certification with the SHRM Learning System® course at Saint Joseph College. It's easy to register:

BY MAIL: Complete the registration form (or photocopy) below and send it with a check payable to Saint Joseph College. Mail to: The Office of the Registrar, 1678 Asylum Avenue, West Hartford, CT, 06117. All commuting students are required to register their cars with Campus Safety, lower level, Mercy Hall. The parking fee is \$25, payable by check to the College at the Office of Campus Safety the first week of class.

More on the SHRM Learning System Course® at Saint Joseph College

Prepare for HR certification with the SHRM Learning System® Course

If you've been planning to earn your Professional Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our updated and expanded HRCI exam preparation course based on the SHRM Learning System®.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the 2007 HRCI Body of Knowledge and includes application exercises that develop specific competencies and decision-making skills. As a certification preparation program, it consistently outshines the national pass rate.

By attending this course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately. By enrolling in our classroom based format, you also get the added benefit of

- A structured classroom environment that enhances learning and helps you stay on track
- An experienced instructor to explain concepts and apply them to your industry
- Opportunities to network and share real-world experiences with other HR professionals
- Minimizing travel and maximizing employer tuition assistance

There's never been a better time to pursue your PHR® or SPHR® designation. With our blended approach, you'll learn from printed workbooks, software, online tools and a dynamic classroom experience.

The six learning modules cover full array of HR topics

The SHRM Learning System® course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities, and associated knowledge defined by the Human Resource Certification Institute (HRCI):

- **Strategic Management**
 - Includes the role of HR in organizations, the strategic planning process, assessing the internal environment, scanning the external environment, evaluating HR's strategic contributions, ethical issues affecting organizations, and HR and the legislative and regulatory environment.
- **Workforce Planning and Employment**
 - Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis and documentation, recruitment, flexible staffing, selection and retention, organizational exit, and employee records management.

- **Human Resource Development**
 - Examines key legislation, HRD and the organization, organizational development initiatives, adult learning and motivation, training and development, talent management, developing leaders, and performance management.

- **Total Rewards**
 - Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred compensation plans, health-care benefits, other non-statutory benefits, compensation and benefits for international employees, and evaluating the total rewards system and communicating it to employees.

- **Employee and Labor Relations**
 - Covers laws affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, measuring employee attitudes, policies, procedures, and work rules, discipline and complaint resolution, labor relations legislation and union organizing, unfair labor practices, collective bargaining, and strikes and secondary boycotts.

- **Risk Management**
 - Examines organizational risk, key legislation, safety, health, security, and privacy.

Course participants will also receive an SPHR Preparation Book for specialized SPHR training.

Besides being a powerful tool for PHR® or SPHR® certification preparation, this strategic course fosters professional advancement and builds confidence for managing HR challenges.

Features that deliver

The SHRM Learning System® offers a variety of study features that reinforce concepts and help students prepare for the certification exam:

- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions – more than 1,600 in all
- Practice tests that are formatted to mimic the current HRCI exam experience
- An interactive case study featuring real-life scenarios to test students' ability to apply concepts learned throughout the course
- SPHR Preparation Book to help students take a more strategic approach, applying information across functional areas
- Access to the SHRM Learning System® Resource Center, featuring HR updates, Webcasts, test-taking tips, related links, and eFlashcards that can be printed or downloaded to a PDA

Designed to advance your career

The course is designed for managers and staff in general management or human resource management positions:

- HR professionals planning to take the PHR® or SPHR® certification exam
- PHR® professionals seeking to “upgrade” their certification to SPHR®
- Certified HR professionals needing credits for PHR®/SPHR® recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing recertification credits

Don't miss our upcoming session. Take our course, earn your certification or recertify, and be ready for career advancement.

The SHRM advantage

SHRM is the world's largest association devoted to human resource management, with more than 200,000 members. A leader in HR education, SHRM has created the most complete certification preparation system available. Featuring printed materials, software, online tools and a classroom curriculum, it helps learners consistently beat the national exam pass rates.

Convenient classes for professionals with full schedules

Tuesdays evenings, 6:00-9:00 p.m., Saint Joseph College, West Hartford, CT
Room Location: to be determined

Certification Eligibility

Please note that to earn either the PHR® or SPHR® designation candidates are required to have at least two years of exempt-level experience in the HR field.

Professional in Human Resources (PHR®): The PHR exam focuses on the technical/operational aspects of human resource management.

Senior Professional in Human Resources (SPHR®): The SPHR exam focuses on strategic and policy issues relating to human resource management.

HRCI test dates

The Exam Window for the spring exam is May 1-June 30, 2008. Regular application deadline for the exam is March 16, 2008; LATE deadline is April 20, 2008. If you have questions regarding the PHR® or SPHR® exams, please visit www.hrci.org, call HRCI at 866-898-4724, or send an e-mail to info@hrci.org.

Computer-based testing

All certification testing is computer-based and conducted at the 250 Prometric Test Centers around the country. For best results, schedule your certification exam for a date that is after the end of your particular class section. For information on the exam and how to register, visit www.hrci.org. While no single course of study guarantees success on the HRCI examinations, thousands of individuals have used the SHRM Learning System® to effectively prepare for the exams.