

Who should register for this course?

This course is designed to prepare individuals planning to earn Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification from the Human Resource Certificate Institute. Students will gain new knowledge and skills that will improve their workplace effectiveness immediately. By enrolling in this online course, students receive the added benefit of an experienced human resources mentor and online discussion with other industry professionals who value staff development.

What is it like taking an online course?

Online courses are ideal for professionals seeking career development, but who cannot commit to an in-class schedule or simply prefer the benefits of independent study that technology offers. Students are supported by mentors, who facilitate student discussions, grade assignments and examinations, and are available for questions. Online discussions give students the opportunity to talk about course assignments, and share ideas and expertise that enhance their learning experience. The course includes textbooks and supplemental materials. Online courses offer students the flexibility of completing their course work wherever and whenever their schedule permits, within the parameters of the course schedule.

In addition, students who take the online SHRM Learning System® exceed the national pass rate of students who prepare for PHR® and SPHR® certifications using the classroom format of the prep course.

You can do this.

REGISTER TODAY!

Register online by visiting www.tesc.edu/spcs.

REGISTRATION FEE: \$979.00*

Includes online access to course modules, the SHRM Learning System print modules, online learning software or CD-ROM, access to the online Resource Center and instructor handouts.

** SHRM members, Thomas Edison State College alumni and members of New Jersey Business and Industry Association and the Mercer County Regional Chamber of Commerce pay the reduced fee of \$899 for this course.*

HRCI TEST DATES

For information on PHR® or SPHR® certification exams and the next exam dates, visit www.hrci.org or call (866) 898-4724. While there is no single course of study that guarantees success on the HRCI exams, the SHRM Learning System® has effectively helped thousands of individuals prepare for certification.

New Program Announcement

WORKFORCE CAREER COACH FACILITATOR CERTIFICATE

Thomas Edison State College also offers a Workforce Career Coach Facilitator Certificate Program that satisfies the training component for earning the Global Career Development Facilitator Credential. This 120-hour online course is intended for workforce, career, human resources, out-placement and education professionals. Visit www.tesc.edu/spcs for program details.

about us

Established in 1972, Thomas Edison State College is one of New Jersey's 12 senior public institutions of higher education and one of the oldest institutions in the country designed specifically for adults. The College has pioneered the use of the latest technology to develop flexible, high-quality educational programs for self-directed adults and is a national leader in the assessment of adult learning. *Forbes* magazine identified the College as one of the top 20 schools in the nation in the use of technology to create learning opportunities for adults. Thomas Edison State College is regionally accredited by the Middle States Association of Colleges and Schools.

The School of Professional and Continuing Studies

at Thomas Edison State College offers a broad array of high-quality professional certificates, seminars, workshops and other noncredit programs specifically designed for the working adult to develop and enhance knowledge, skills and competencies in the workplace. In addition to programs available for individual enrollment, the school works with corporations, government agencies and nonprofit organizations to develop customized professional development programs.



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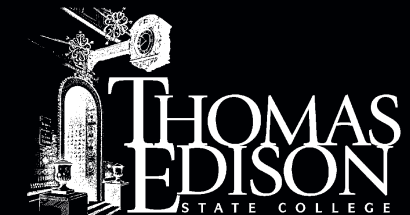
ONLINE PROFESSIONAL CERTIFICATE

SHRM Learning System®

PREPARE FOR PHR® OR SPHR® CERTIFICATION.
ADVANCE YOUR HUMAN RESOURCES CAREER.



SCHOOL OF PROFESSIONAL AND CONTINUING STUDIES



Higher Education.
For Adults with Higher Expectations.®

www.tesc.edu/spcs

The SHRM Learning System®

The SHRM Learning System® is a 36-hour, online preparation course offered in partnership with the Society for Human Resource Management (SHRM). This course has helped more than 30,000 human resources professionals earn Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification from the Human Resource Certificate Institute (HRCI), the human resources credentialing organization established by the Society of Human Resource Management.

These valuable credentials distinguish professionals in human resources and can create opportunities for professional advancement. Students who prepare for the examinations with this course consistently exceed the national pass rate of others taking the examination.

Curriculum and Course Work

Students who prepare for PHR® and SPHR® certification with this course consistently exceed the national pass rates of other students who take the examinations without taking the course.

The SHRM Learning System provides user-friendly content that matches the HRCI Body of Knowledge. More than 1,600 questions in the course allow students to test their knowledge in preparation for the certification exam. The course features an interactive case study that focuses on real-life situations faced by human resources professionals. Key areas in human resources management as defined by HRCI that are covered in this course include:

► **STRATEGIC MANAGEMENT:** the role of HR in organizations, the strategic planning process, assessing the environment, evaluating HR's strategic contributions, ethical issues, and the legislative and regulatory environment.

► **WORKFORCE PLANNING AND EMPLOYMENT:** key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis and documentation, recruitment, staffing, organizational exit and employee records.

► **HUMAN RESOURCES DEVELOPMENT:** organizational development, adult learning and motivation, training and development, and performance management.

► **TOTAL REWARDS:** compensation legislation, total rewards and the strategic focus of the organization, compensation structure, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred compensation plans, healthcare benefits, compensation and benefits for international employees, and evaluating and communicating the total rewards system.

► **EMPLOYEE AND LABOR RELATIONS:** laws affecting employee and labor relations, organizational culture, employee involvement and 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:** organizational risk, legislation, safety, health, security and privacy.



Preparing You For Success

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