



## Graduate Course Syllabus

### SHRM 500: SHRM Certification Preparation

Center: Online

#### Course Prerequisites

Southern New Hampshire University, in partnership with the Society for Human Resource Management (SHRM), offers a non-credit SHRM Learning System Course designed to assist human resource professionals in preparing for the SHRM-CP and SHRM-SCP certification exams.

Available online in a 10-week format, HR executives and training professionals will be taught by faculty who are also human resource practitioners and subject matter experts. This course is appropriate for undergraduates as well as graduate students employed in the HR and training fields, seeking HR management certification.

#### Course Outcomes

- Identify and analyze the key concepts related to the SHRM-CP and SHRM-SCP exam
- Practice test questions in preparation for the certification exam
- Complete the final exam in this course, demonstrating skills and knowledge required of professionals in the human resource field as measured by the SHRM learning system

#### Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

#### Grading System

This is a non-credit course. All activities are meant to provide you with the opportunity to practice and prepare for your SHRM certification exam. All activities in this course are non-graded.

#### Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

#### Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and

discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Getting Started 1-1 Discussion: Introductions and Q&A 1-2 Activity: Review Your Eligibility 1-3 Activity: Review the Online Learning System Resources 1-4 Activity: Assess Your Current Knowledge 1-5 Activity: Create a Custom Study Plan
2	HR Competencies <i>SHRM HR Competencies</i> 2-1 Discussion: Module Two 2-2 HR Competencies Test
3	People, Part I <i>SHRM People</i> , Functional Areas 1 and 2 3-1 Discussion: Module Three 3-2 HR Strategic Planning Test 3-3 Talent Acquisition & Retention Test 3-4 Employee Engagement Test
4	People, Part II <i>SHRM People</i> , Functional Areas 3 and 4 4-1 Discussion: Module Four 4-2 Learning and Development Test 4-3 Total Rewards Test
5	Organization, Part I <i>SHRM Organization</i> , Functional Areas 5, 6, and 7 5-1 Discussion: Module Five 5-2 HR Function Test 5-3 Organizational Effectiveness & Development Test 5-4 Workforce Management Test
6	Organization, Part II <i>SHRM Organization</i> , Functional Areas 8 and 9 6-1 Discussion: Module Six 6-2 Employee Relations Test 6-3 Technology & Data Test
7	Workplace, Part I <i>SHRM Workplace</i> , Functional Areas 10, 11, and 12 7-1 Discussion: Module Seven 7-2 HR in the Global Context Test 7-3 Diversity & Inclusion Test

	7-4 Risk Management Test
8	Workplace, Part II <i>SHRM Workplace</i> , Functional Areas 13 and 14 8-1 Discussion: Module Eight 8-2 Corporate Social Responsibility Test 8-3 Employment Law and Regulations in the U.S. Test
9	Business and HR Strategy <i>SHRM Business and HR Strategy</i> , Functional Area 15 9-1 Discussion: Module Nine 9-2 Complete Post-Test in SHRM Learning System
10	Virtual Session and Review 10-1 Discussion: Module Ten 10-2 Virtual Session Review

### **Attendance Policy**

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

### **Late Assignments Policy**

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

### **SNHU College of Online and Continuing Education Student Handbook**

Review the [student handbook](#).

### **ADA/504 Compliance Statement**

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: [oac@snhu.edu](mailto:oac@snhu.edu)

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

### **Academic Honesty Policy**

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

### **Copyright Policy**

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

### **SNHU College of Online and Continuing Education Withdrawal Policy**

Review the [full withdrawal policy](#).

### **Southern New Hampshire University Policies**

More information about SNHU policies can be found on the [policy page](#).

### **Student Work Samples**

For the purpose of continuous improvement of our educational training, Southern New Hampshire University may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you would like to withdraw permission for use of your work, please complete the [Student Work Sample Survey](#).