

University of NORTH ALABAMA



# SHRM® Learning System Prep Course

*Prepare for the PHR®/SPHR® Exam*

Online - February 13 – May 13, 2012

Classroom – February 13 – May 13, 2012

## SHRM® Essentials of Human Resource Management

March 22 & 23, 2012

UNA East Campus • Florence, Alabama



**Continuing Studies and Outreach**

*... because learning is a lifelong pursuit.*

UNA is an Equal Opportunity/Equal Access Institution  
colleagues who may be interested.  
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**Register Today!**



University of North Alabama  
Continuing Studies & Outreach  
UNA Box 5036  
Florence, AL 35632-0001



**SHRM® Learning System Prep Course**  
**SHRM® Essentials of Human Resource Management**

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# UNA'S SHRM® Learning System Prep Course

## Set your sights on HR Certification.

HR certification strengthens resumes, increases and refreshes knowledge of HR practices and helps HR Professionals demonstrate their commitment to the profession.

These extraordinary times require HR professionals to demonstrate added value to employers and set themselves apart from their peers for career advancement. Maybe it's time to earn your PHR® (Professional in Human Resources) or SPHR® (Senior Professional in Human Resources) credential.

### INVEST IN YOURSELF

Our prep course is designed to make preparing for the PHR®/SPHR® easier and more efficient by offering the best exam preparation system available in an online environment that keeps students on track and assures all material is covered thoroughly. Offered in partnership with the Society for Human Resource Management (SHRM®), the curriculum is designed by subject matter experts and covers the most up-to-date HR Certification Institute Body of Knowledge. In addition, the comprehensive SHRM® Learning System will serve as a valuable HR resource to you for many years to come. The 2012 SHRM® Learning System is filled with new features, including innovative SmartStudy tools that help streamline your study time and build confidence for passing the certification exam.

### WHY THE SHRM® LEARNING SYSTEM PREP COURSE IS SUPERIOR

The SHRM® Learning System Prep Course provides HR professionals with more content, tests, learning tools, and access to expert advice than any other PHR®/SPHR® exam preparation program. Printed materials are updated annually and online study tools are more portable and

convenient than ever! Access custom formatted online tests, flashcards, and resources using the browser on your iPhone, iPad, BlackBerry, Palm Pre, Windows Mobile, or Google Android.

### THE MOST UP TO DATE LEARNING MODULES

The SHRM® Learning System Prep Course provides the most comprehensive and effective PHR®/SPHR® training program through a blended format of printed workbooks and webbased study tools. This course teaches the following six modules covering the entire HR Certification Institute Body of Knowledge.

1. Business Management and Strategy
2. Workforce Planning and Employment
3. Human Resource Development
4. Compensation and Benefits
5. Employee and Labor Relations
6. Risk Management



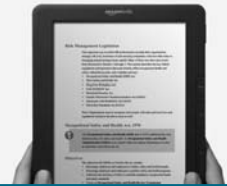
### FOLLOW THESE STEPS TO SUCCESS:

**ASSESS:** Take our assessments to determine your current knowledge and gaps, with the results weighted against tested areas on the certification exam (PHR® or SPHR®).

**STUDY:** Use assessment results to identify your learning priorities, create your personal study plan and estimate study time.

**PASS:** Complete the post-test and use other testing tools to validate your learning and refine your study plan as you prepare for the exam.

GO DIGITAL  
Access the learning modules  
via your e-reader device



**THE #1 PHR® & SPHR® CERTIFICATION PREPARATION SYSTEM IS ALSO THE MOST ADVANCED.**

In addition to SmartStudy tools, we offer learning modules in print and e-reader formats and provide extensive multi-media online resources.

### MORE WAYS TO LEARN

Whatever your learning style, you'll find ways to test your knowledge and build confidence. The Online Learning Center provides a wealth of supplemental study materials:

**Assessment** – identifies topics a participant already knows and those areas that require more time and attention.

**Quickstarts** – guided overviews for each module highlight key topics.

**Practice Tests** – more than 1,000 questions for testing your knowledge and comprehension.

**Post-test** – incorporates features similar to the HR Certification Institute exam format: 200 scored test questions, timed questions, strike-through, and mark to ensure confidence.

**Online Resource Center** – includes downloadable audio and web casts, flashcards (printed, online or audio), HR updates, related links, feedback feature and more.

### THE PAYOFF

When you complete this course, you'll be prepared to take the PHR® or SPHR® exam with confidence. Year after year, the SHRM® Learning System Prep Course ranks as the #1 certification preparation program for consistently helping professionals beat the national pass rate.

### COURSE INVESTMENT

Course fees include the SHRM® Learning System print modules, online learning software, access to the Online Resource Center and a UNA Certificate of completion. Invest in yourself and your career by becoming PHR®/SPHR® certified. Our preparation course will keep you on track and enhance learning and retention.

#### SHRM® Learning System Prep Course – Online Format

February 13 – May 13, 2012

Price: \$1099; \$1049 for SHRM® Members • Instructor: Dr. Sandra Sockwell, SPHR

#### SHRM® Learning System Prep Course – Classroom Format

February 13 – May 13, 2012

Course Dates: February 14 & 28, March 13 & 27, April 10 & 24, May 8

Time: 5:30 pm - 8:30 pm • Price: \$1299; \$1249 for SHRM® Members

Instructors: Matt Oglesby, SPHR & Dr. Sandra Sockwell, SPHR

### CERTIFICATION INFORMATION

The HR Certification Institute requires HR professionals planning to sit for the PHR® or SPHR® exams to have a combination of demonstrated work experience and education. For additional information, visit [www.hrci.org](http://www.hrci.org).

If you have any further questions regarding the PHR® or SPHR® exams, please visit [www.hrci.org](http://www.hrci.org), call the HR Certification Institute at +1-866-898-4724, or send an e-mail to [info@hrci.org](mailto:info@hrci.org).

# SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

*Gain HR skills to face today's HR issues!*

The SHRM® Essentials of HR Management course can help employees and companies increase HR knowledge that is critical to overall business success.

- Attain knowledge and practical HR skills to effectively approach challenging HR issues
- Gain expertise in areas of HR that are broader than the normal scope of your job
- Stay up-to-date on the latest laws and regulations
- Learn techniques for handling HR challenges through interactive case studies
- Utilize the print materials and one-year access to the online tools as a comprehensive source of HR information

## WHO CAN BENEFIT FROM THIS COURSE?

Designed as a thorough introduction to HR basics, the SHRM® Essentials of HR Management course provides a solid foundation in HR management across many different job functions and career paths.

- New and junior HR practitioners who need to increase their knowledge base
- Small business owners or office managers who perform the HR function for their company
- Business managers who want to learn basic HR best practices to avoid costly litigation
- New or experienced managers interested in learning more about employee management skills
- Representatives selling or supporting HR systems and services
- International HR personnel wishing to increase their knowledge of U.S. HR practices
- Job seekers who are investigating HR as a career

## SIX KEY TOPICS COVER A BROAD SPECTRUM OF HR PRACTICES

Newly updated with the latest HR developments, this course addresses six key HR management practices delivered in a blended learning experience that combines print and online tools with the benefits of an instructor-led class.

### PRINT MODULES

1. Human Resource Management
2. Employment Law
3. Recruitment and Selection
4. Compensation and Benefits
5. Employee Development
6. Performance Management

### ONLINE TOOLS

- Pre and post-test
- Reports that measure progress
- Glossary of key terms
- Resource Center
- Threaded case study
- And more!

### CLASSROOM BENEFITS

- Instruction from an HR expert
- Real-world case studies
- Networking opportunities

## Why Take The SHRM® Essentials of HR Management Course?

### TIME-EFFICIENT AND COMPREHENSIVE:

One training program covers vital HR topics in less than 20 training hours.

### FOCUSED LEARNING AND PROFESSIONAL DEVELOPMENT:

Condensed format, online study tools, and instructor guidance help you stay on track.

### PEER AND INSTRUCTOR INTERACTION:

Network and gain real-world insights into HR while learning the content.

### PROVEN TRAINING FROM THE LEADING HR ASSOCIATION:

SHRM® is the world's largest association devoted to human resource management. SHRM® educational programs are developed according to the highest quality standards and are regularly updated to reflect changes in legislation and HR policies.

## SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

March 22 & 23, 2012

8:00 am - 4:30 pm • Instructor: Matt Oglesby, SPHR

Location: UNA East Campus, 1640 Tune Ave., Florence, AL

Price: \$699; \$679 for SHRM® Members

Fee includes continental breakfast, textbook & certificate of attendance. Lunch is on your own.



# MEET YOUR INSTRUCTORS

**Dr. Sandra Sockwell, SPHR**, retired from the City of Florence after being the Personnel Director for almost 20 years. After a two-month retirement, she went to work with D & D Case Management, Inc., as Director of Business Development. She served in an HR capacity in a major healthcare facility, and is a frequent trainer for UNA and others on HR, supervisory, and management topics. Sandra is the past president of both the Alabama Self-Insurers Association and the Alabama Association of Public Personnel Administrators, and board member of the newly formed Shoals Chapter- SHRM®. She earned BS and MS degrees from UNA and her MA and Ph.D. from The University of Alabama. Sandra has taught in UNA's SHRM® Learning System series since its inception.

**Matt Oglesby, SPHR**, currently works for CB&S Bank as the Vice President of Human Resources. He has a broad range of experience, including almost 20 years of management experience and over 13 years of public speaking experience. He serves as the President for the Shoals Chapter-SHRM. He earned his BS in Human Resource Management at the University of North Alabama, and he is currently working on his MBA at UNA. In addition, he teaches several human resources classes for UNA's Continuing Studies and Outreach.

Registration Online @ [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)  
or phone in your registration at (256) 765-4862



[www.facebook.com/UNAcontinuingStudies](http://www.facebook.com/UNAcontinuingStudies)

# UNA CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

## UNA COURSE REQUIREMENTS

**60 Hours** comprised of the following:

**The SHRM Learning System Prep Course – 35 Hours**

(offered each Spring and Fall). This course is required.

**Electives – 25 Hours** – courses are offered during the day and evening hours. Electives are offered in the spring, summer, and fall. Separate brochures are mailed when information is available. Electives must be a UNA sponsored event. Online electives are now becoming available, call for details.

VISIT OUR WEBSITE FOR THE LATEST COURSE OFFERINGS AT  
[WWW.UNA.EDU/CONTINUING-STUDIES](http://WWW.UNA.EDU/CONTINUING-STUDIES).

UNA's Office of Continuing Studies and Outreach tracks your progress in the certificate program. Progress reports may be requested at any time. This valuable certificate recognizes that you have completed a professional program in human resource management. When you complete the certificate, you will receive a mounted certificate from UNA stating that you have successfully completed the 60 hour program. For more information, contact Meghan Fike at 256-765-4289 or [mmfike@una.edu](mailto:mmfike@una.edu).

## FAST & EASY REGISTRATION

### HOW TO REGISTER:



#### ONLINE

[www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)



#### BY PHONE

Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. We accept Discover, MasterCard and Visa. We also accept company purchase orders. Call (256)765-4862 or 1(800)-825-5862, ext. 4862.



#### VIA FAX

Simply fax the attached registration form any time day or night to (256) 765-4872. All fax orders must contain a credit card number unless we are invoicing your company.



#### IN PERSON

During our office hours, come by our office at UNA East Campus, 1640 Tune Ave., Florence.



#### MAIL

Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Studies & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

#### CANCELLATIONS AND WITHDRAWALS

If you must cancel, notify us at least three days before the seminar for a full refund. Failure to attend does not constitute withdrawal. Substitutions are always welcome. If a class must be cancelled, you will be called in advance and will receive a full refund.

## Registration Form

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Company / Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_  Home  Work

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

#### SHRM® LEARNING SYSTEM PREP COURSE - ONLINE

\$1,099  \$1,049 for SHRM® Member

#### SHRM® LEARNING SYSTEM PREP COURSE - CLASSROOM

\$1,299  \$1,249 for SHRM® Member

#### SHRM® ESSENTIALS OF HR MANAGEMENT

\$699  \$679 for SHRM® Members

#### PAYMENT METHOD

Check Enclosed (payable to UNA) Please include course name on lower left side of check.

Please invoice company above. If different address than mailing, please provide:

Purchase Order  Money Order  Visa

MasterCard  Discover

Name on Card (please print) \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Credit Card Verification# \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please make as many copies of this form as you need.