



THE HRCI PREP COURSE
AT REVOLUTIONARY HR CONSULTING

COURSE SYLLABUS

The HRCI Prep Course

THE HUMAN RESOURCE CERTIFICATION INSTITUTE PREPARATION COURSE

Fall 2023

Tuesday Evening Class 6:00p-9:30p

Online: [ZOOM](#)

For

PHR and SPHR CERTIFICATION

Note: Registering for this class does NOT register you for the examination.

Register at: www.hrci.org

Applications are accepted all year-round.

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Class meets every Tuesday, 6:00pm until approximately 9:30pm.

Beginning Tuesday, September 12, 2023, and the last class is Tuesday, December 12, 2023. **There is no class the week before Thanksgiving.**

IN PREPARATION FOR THE FIRST NIGHT OF CLASS: Make sure that you have received your course materials. They were shipped to the address you provided directly from our course materials provider, the HR Certification Preparation (HRCP). Included with your materials is the access code that enables you to set up your account on www.HRCP.com and complete *Pre-Test PHR/SPHR Practice Assessment (2023)*. This Pre-Test has no impact on your grade. The Pre-Test is 50 questions so plan about 50 minutes for completion. After we receive your scores, you will have a private, confidential phone call with Ms. Shelton about your strengths, opportunities, and study strategies for the course.

Visit the SharePoint site where our course room has been set up specifically for this 13-week course. Familiarize yourself with the layout. This site is where you will access the lecture slides each week. It is also where you will access the recorded lectures (if provided), Word Match Quizzes (WMQ), in-class exams, and additional information provided

throughout the course to help enhance your learning and mastery of information. You may also receive additional information from me via email. There is no OTHER reading or preparation required for the first night.

You will be asked to complete a Student Data Sheet (located in our SharePoint site) for networking purposes before our second class.

Throughout the course, please make arrangements to eat something BEFORE class begins. No food or snacks while the lecture and group discussions are in progress, please. We may have one 10-minute break at approximately halfway through the class on evenings that we run the full two hours.

CLASS SCHEDULE AND ASSIGNMENTS

<u>Date</u>	<u>Class/Topic</u>	<u>Notes</u>
CLASS ONE Tuesday, 9/12/23	Course overview, learning objectives, rules, HRCI orientation, study hints, Q&A, secrets to success, discussion lab, group intro.	There is no pre-study requirement in advance of this class. But be sure to complete the <i>Pre-Test PHR/SPHR Practice Assessment (2023)</i> .
CLASS TWO Tuesday, 9/19/23	Unit/Module Three: <i>Learning and Development</i> WMQ1, Chapters 1-6, 111 pages	PHR 10%, SPHR 12%
CLASS THREE Tuesday, 9/26/23	Mod Three: <i>Learning and Development</i> WMQ2, Chapters 7-10, pages 113-183 In-class EXAM and Unit 3 online exam, see notes →	Take the 50 Question (?) Online Unit 3 Timed Assessment PHR/SPHR Learning & Development (2023) by 9pm, Wednesday, 9/27/23 . Unit 3 <i>Practice Assessments</i> are for practice only.
CLASS FOUR Tuesday, 10/3/23	Unit/Mod Two: <i>Talent Planning and Acquisition</i> WMQ3, Chapters 1-3, 89 pages	PHR 16%, SPHR 16%
CLASS FIVE Tuesday, 10/10/23	Unit/Mod Two: <i>Talent Planning and Acquisition</i> WMQ4, Chapters 4 & 5, pages 92-156, In-class EXAM and Unit 2 online exam, see notes →	Take the 50 (?) Online Unit 2 Timed Assessment PHR/SPHR Talent Planning & Acquisition (2023) by 9pm, Wednesday, 10/11/23 . Unit 2 <i>Practice Assessments</i> are for practice only.
CLASS SIX Tuesday, 10/17/23	Unit/Mod Four: <i>Total Rewards</i> WMQ5, Chapters 1-8, 119 pages	PHR 15%, SPHR 12%
CLASS SEVEN Tuesday, 10/24/23	Unit/Mod Four: <i>Total Rewards</i> WMQ6, Chapters 9-14, pages 124-203 In-class EXAM and Unit 4 online exam, see notes →	Take the 50 (?) Online Unit 4 Timed Assessment PHR/SPHR Total Rewards (2023) by 9pm, Wednesday, 10/25/23 . Unit 4 <i>Practice Assessments</i> are for practice only.
CLASS EIGHT Tuesday, 10/31/23	Unit/Mod Five (Monster Mod): <i>Employee and Labor Relations and Employee Engagement</i> WMQ7, Chapters 1-4, 38 pages and 15-16, pages: 156-182 (Employee Relations)	PHR 39%, SPHR 20%
CLASS NINE Tuesday, 11/7/23	Unit/Mod Five: <i>Employee and Labor Relations and Employee Engagement</i> WMQ8, Chapters 5-14, pages 42-153 (Labor Relations)	
CLASS TEN Tuesday, 11/21/23	Unit/Mod Five: <i>Employee and Labor Relations and Employee Engagement</i> WMQ9, Chapters 17-20, pages 186-283 (Health/Safety/Security) In-class EXAM and Unit 5 online exam, see notes →	Take the 50 (?) Online Unit 5 Timed Assessment PHR/SPHR Employee & Labor Relations/Employee Engagement (2023) by 9pm, Wednesday, 11/22/23 . Unit 5 <i>Practice Assessments</i> are for practice only.
CLASS ELEVEN Tuesday, 11/28/23	Mod One: <i>Business Management / Leadership and Strategy</i> , WMQ10, Chapters, 1-6, 101 pages	PHR 20%, SPHR 40%
CLASS TWELVE Tuesday, 12/5/23	Mod One: <i>Business Management / Leadership and Strategy</i> , WMQ11, Chapters 7-12, pages: 104-190 In-class EXAM and Unit 1 online exam, see notes →	Take the 50 (?) Online Unit 1 Timed Assessment PHR/SPHR Business Management Leadership & Strategy (2023) by 9pm, Wednesday, 12/6/23 . Unit 1 <i>Practice Assessments</i> are for practice only.
CLASS THIRTEEN Tuesday, 12/12/23	Review of test taking skills and what to expect for the exam. COMPREHENSIVE IN-CLASS FINAL EXAM & ONLINE EXAM, see notes →	Take the 175-question Comprehensive PHR/SPHR Full-Length Timed Assessment #1 (2023) by 12pm, Thursday, 12/14/23 . Note that the Timed Assessment #2 can be taken at your discretion for additional exam prep but is not required; and is not part of your course grade . Final grades out in one week.

Course Objectives and Learning Outcomes

- To survey the body of knowledge of the Human Resources profession as defined by the Human Resources Certification Institute, using the HRCP Learning System materials.
- Successful completion of this course with maximized learning.
- Passing the SPHR/PHR examination or obtaining 4/5 Continuing Educational Units (CEU's).
- To assist you in applying new knowledge on the job.

Grades

You will earn a letter grade of A, With Honors, A, B, C, D or F depending on your performance. There are six components of your final grade: (1) Word Match Quizzes, (2) In-Class Exam Scores, (3) Online Exam Scores, (4) Absences, (5) Late and Leave Early (6) Make-Up Paper (if applicable).

Your grade is calculated as a percent of the 1,015 total points you earn in this class, consisting of a possible 176 points on your Word Match Quizzes, 474 possible points for your In-Class examinations, and 365 points from the Online examinations. You could lose points for missing a second class or being late or leaving early more than once. The total points possible (1,015) is the denominator in your grade equation. Your "earned" points are the numerator. The highest scoring student in the class will receive the "Top Gun Award".

100.1% or more = A, With Honors
90% - 100% = A
80% - 89% = B
75% - 79% = C
70% - 74% = D
<70% = F

(1) Word Match Quiz: Classes 2 through 12 begin with a "Word Match Quiz" from reading assigned for that class. You will get terms to match with definitions. Initially you will have 16 minutes to match the terms to the correct definitions. Your grade is based on how many of the terms you match to the right definitions. There are 11 Word Match quizzes with 16 terms @ one point each = 176 possible points.

(2) In-Class Exam Scores: You will receive 3 points for each correct answer.

	<u>Questions</u>	<u>Total Minutes</u>	<u>Total Points</u>
Exam for Module 3:	20	20	60
Exam for Module 2:	25	25	75
Exam for Module 4:	20	20	60
Exam for Module 5:	33	33	99
Exam for Module 1:	30	30	90
Final Exam:	30	30	90
	158		474

Examinations in this course are designed to prepare you for what you will experience in the HRCI examination. Our in-class exams will be timed at one minute per question and all are multiple choice.

(3) Online *Unit Timed Assessments* exam scores: you can receive up to 250 points by completing each of the online *Unit Timed Assessments* for all five modules. The first time you take the *Timed Assessment* exam, it counts for your grade. **DO NOT** log into the *Timed Assessments* until you are ready to take it for your grade. *Timed Assessment* exams can be taken anytime at your convenience but **must** be completed by 9pm the night following the In-Class Exam.....**even if you are absent from that class.**

The online *Unit Timed Assessment* is to be completed independently. You have 1 minute per question, no logouts allowed. Once you start the *Unit Timed Assessment* you should continue until you have finished. There is a timer on the screen. Each exam has 50 questions, you have 55 minutes to complete. If you exceed the average of one minute (1.1) per question, one point will be deducted from your earned score for every minute over the limit.

Throughout the course, *Practice Assessments* are also available and are labelled as such – PRACTICE ASSESSMENTS for each unit. These exams are for practice, and they don't count on your grade. They are equivalent in difficulty but are there for your practice. You are encouraged to use the *Practice Assessments* multiple times before you take the "A". Note that there are two *Practice Assessments* per unit/module.

Any PREPSTER who fails to complete his/her *Unit Timed Assessment* exam by the 9pm deadline is in PENALTY. If you find yourself in PENALTY, to prevent you from receiving "zero" points, you should **finish the exam** as soon as you can; however, your score will be limited to your actual points earned up to the minimum passing score of (70%) **but no higher**, regardless of how high your score actually is. This is why it is called a PENALTY. Hint: allow yourself plenty of time to complete the *Unit Timed Assessment* exam before the deadline. If you fail to complete the exam within 24 hours of the deadline you will receive zero points.

Please allow sufficient time to complete the Online *Unit Timed Assessment* exams in accord with the notion of one minute per question as shown below:

<u>Form "A"</u>	<u>Questions & Points</u>	<u>Total Minutes</u>
Online Exam for Module 3:	50	50
Online Exam for Module 2:	50	50
Online Exam for Module 4:	50	50
Online Exam for Module 5:	50	50
Online Exam for Module 1:	50	50
Online Final Exam:	115	175
	365	

AFTER you take the *Timed Assessment* the first time (for each unit/module), that will be your official online Exam score for that Module. Note that you can take it again and again for practice (just like the Unit Practice Assessments) but only the score you receive the first time will count toward your class grade. Also note that assessments can only be taken once during a 24-hour period.

Why all the fuss about one minute per question? When you sit for your HRCI Examination (PHR or SPHR) you will have two hours (120 minutes) to complete 115 questions for the PHR. You will have two-and-a-half hours (2.5) to complete 140 questions for the SPHR. Do the math, that's just over 1 minute on average to complete all questions on time. Truth is, students average about 40 seconds per question by the time we finish the course, but some will take longer. Our focus on 1 min/Q throughout the course conditions you to what 1 minute "feels like" after you start a question. That mental timeclock is extremely helpful during the exam.

The possible points for your WMQ: 176, plus the points for the In-Class Exams: 474, and then the *Online Unit Timed Assessment* Exams = 365 = 1,015 possible points. There are three possible **adjustments** to your score as follows:

(a) **Absences:** There are 13 classes; you paid to attend them all. However, life happens, so if you miss a class, you have **one week** to make up the missed WMQ and/or In-Class Exam. **NOTE:** Form "A" Online Exams must be completed by 9pm the "day after" class, **even when you are absent from that class.** No points are lost for your first absence. If a second class is missed you lose 15 points, see (c) below for possible 20-point makeup. **Anyone who misses three classes, FOR ANY REASON, is dropped because of absence (DBA) from the class. The dropped student will receive a DBA grade of DBA/P or DBA/F depending upon academic performance up to that time and will be encouraged to retake the class when his/her schedule allows. No refunds for DBA's.**

(b) **Late & Leave Early:** Remember, the first few minutes of each class are dedicated to taking the Word Match Quiz (WMQ). If you are too late to complete the quiz with the class, you have until the beginning of the next class to make it up. No points are lost for the first late experience, subsequent late arrivals result in 5 lost points, same for leaving early. Make-up arrangements are the responsibility of the PREPSTER. If you fail to make arrangements to take missed quizzes or exams by the beginning of the next class, you get no points.

(c) **Optional Make-up Paper:** PREPSTERS who miss a second class are eligible (and encouraged but not required) to write an optional paper. First submit an abstract for approval and then compose a 5-7-page paper in APA format (guidelines available on request) to help compensate for the 15 points lost due to the second absence. With instructor approval of the abstract in advance, you can earn **up to 20** points on this paper. The paper will be graded on content (including sentence structure, grammar, logic and clarity – 15 points) and form (5 points).

Once all of your points are added and any adjustments accounted for, your grade will be determined by the fraction:
Total points earned / 1015.

Two words about rounding. I don't. You get what you earn.

Example #1: You receive 968 points of 1,015 possible points = $968/1015 = 90\% = A$. However, if you receive 912 points = $912/1015 = 89.9\% = B$.

Example #2: You receive 710 points you pass, 709 points, you fail.

Minimum Standards:

- You must achieve a minimum of 70% of the possible points (710/1015 points) to pass this class. You will then earn a Certificate suitable for framing and 4.5 Continuing Educational Units (CEU's).
- You must attend a minimum of 11 classes, or you are DBA.
- You must play by the rules. Rules and honor infractions may result in an invitation to leave.

Discussion Groups (for classes with 10 or more students)

Your group assignment is for your discussion groups. These groups may be changed throughout the class to maximize networking opportunities. We will make time for discussion group activities at least once during every Unit. Please be sure to have your name displayed on your Zoom screen each week to make getting to know one another easier.

For your convenience you can access your grade continuously throughout the course using a customized grade chart. It is also located in the class SharePoint portal. Names are not listed; you will receive a code before the second week of class that is a unique identifier to and for you only. You will be able to find your score and see where you are compared to all other PREPSTERS on this grade chart but will only be able to identify your specific score.

I hate to focus on the Rules, but every class has to have some, so here are your Rules, two kinds...Class Rules and Exam Rules:

Class Rules:

1. Misery is optional. You may excuse yourself for bio breaks. No need for approval.
2. No food, no snacks during lectures or group discussions. Soft drinks, coffee and water are OK, NO ALCOHOL.
3. Computers, tablets, and handheld devices are allowed for note taking and beyond this can only be used to access quizzes and exams. No phones, no cameras, no recorders. Special exceptions for compelling reasons can be arranged, see me in advance.
4. One conversation in the classroom at a time, no disruptions, and no sidebars please.
5. It is an honors violation to receive (or use in any way) examinations or Word Match Quizzes from a prior HRCI Prep Course.
6. The instructor reserves the right to make more rules.

Word Match Quiz and Examination Rules:

1. Work areas must be cleared of everything (except drinks and writing utensils/materials).
2. Once the WMQ/Exam starts, communication between students stops.
3. No phones, no exceptions. If you have a question, please bring it forward to me using the chat feature.
4. If you finish your exam before time is up, click 'Submit' and you may exit the course room for the evening. When time is up, I will say "STOP", please do so immediately.
5. Your continued participation in the class requires your promise not to share or compromise the Word Match Quiz or Examination materials under any circumstance...ever.

Guarantee:

If you work hard enough to earn a "B" (80% or better), and you sit (ASAP) for the HRCI examination for PHR or SPHR, whichever you choose, you have my personal guarantee that YOU WILL PASS. If you do not pass, you will be entitled to attend my next class again for free. You can pass the course with a C or D, but no guarantee. **Additionally**, if you receive an "A" (90% or better) and do not pass the exam, in addition to coming back to the course for free, we will reimburse your reexamination fee provided that you attend our next class and sit for the exam ASAP after we finish.

Learning Groups and Team:

It is ok to form a learning group and meet outside the class. I leave this to your option, form up (or not) as you wish. You will have access to a class networking roster in the SharePoint site by class number two.

Refunds and Withdrawals:

Once registered and paid you can withdraw from the class any time before class starts with a full refund [minus a 3% (\$51) administrative restocking charge]. Withdrawals after the first class, but before the second class receive a 70% refund of the class tuition fee (\$1,000) and the books (\$700, including shipping, flashcards, web-testing supplies and

tax) are yours to keep. You may withdraw up to Class Five with a 30% refund of the class tuition fee. No refunds after Class Five. No refunds for DBA's.

Secret to Success:

You have to read and comprehend the units. You must **SET ASIDE THE TIME** necessary to get through the material to acquire the knowledge, understand the concepts and have a working familiarity with the terms, laws and cases. My hope is that you do well. Do well in the class; do well on the examination; and do well applying this knowledge on the job.

Instructor Bio

[LaCoya Shelton](#) is Founder and Chief Executive Officer of [Revolutionary HR Consulting](#) where she partners with organizations to create or strengthen alignment between HR systems and business strategies. She has had a successful career leading and developing agile and progressive HR organizations that are grounded in service, operational excellence and strategic ability. Throughout LaCoya's almost twenty-year career, colleagues have described her as a pleasure to work with, a trusted advisor who manages to undertake demanding projects with a sense of fun; and someone who displays a rare combination of capability, wit, creativity and enthusiasm. Her energy and passion are contagious.

For decades, LaCoya has dedicated her talents to creating workplaces where organization and employee goals work in concert and thrive. She has been described as "her own geoseismic event" and "a force for good", as she proudly gained traction in many environments where progress was difficult to come by. LaCoya's leadership in the field of Human Resources, her ability to see simplicity in complex surroundings, and her creative contributions have transformed organizations.

Prior to launching Revolutionary HR Consulting in 2019, LaCoya spent many years in the c-suite. She served as Vice Chancellor for Human Resources with Maricopa Community Colleges, the largest community colleges district in the nation. Her previous roles include Chief HR Officer overseeing the full delivery of HR services for 70 Arizona state agencies, boards and commissions, healthcare and private sector human resources. She specializes in the design and execution of high-impact, transformational HR recognizing that HR is the intersection between business strategies and the human beings responsible for its success.

LaCoya also serves as an expert HR witness providing expert HR opinions in a variety of legal matters involving employment given her background and expertise in Human Resources. She teaches HR management and leadership, serves on the City of Surprise Personnel Board and is a member of the Conscious Capitalism Arizona Chapter leadership team. LaCoya is a graduate of Arizona State University and doctoral candidate in organization and human capital management.