

# SHRM Certification Prep System® Course Syllabus

**Course title:** SHRM-CP and SHRM-SCP Certification Preparation Workshop    **Course Number:** WBUS 449

**Course time:** 6 pm to 9 pm    **Instructor:** Fernan Cepero    **Instructor Email:** [fcepero@monroecc.edu](mailto:fcepero@monroecc.edu)

Session	Topic	Homework Assignment (To be completed before the next session)
1	<ul style="list-style-type: none"> <li>• Present course introduction</li> <li>• Leadership and Navigation</li> <li>• Ethical Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Inclusive Mindset</li> <li>• Relationship Management</li> <li>• Communication</li> </ul>
2	<ul style="list-style-type: none"> <li>• Inclusive Mindset</li> <li>• Relationship Management</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Business Acumen</li> <li>• Consultation</li> <li>• Analytical Aptitude</li> </ul>
3	<ul style="list-style-type: none"> <li>• Business Acumen</li> <li>• Consultation</li> <li>• Analytical Aptitude</li> </ul>	<ul style="list-style-type: none"> <li>• HR Strategy</li> <li>• Talent Acquisition</li> </ul>
4	<ul style="list-style-type: none"> <li>• HR Strategy</li> <li>• Talent Acquisition</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Engagement &amp; Retention</li> <li>• Learning &amp; Development</li> <li>• Total Rewards</li> </ul>
5	<ul style="list-style-type: none"> <li>• Employee Engagement &amp; Retention</li> <li>• Learning &amp; Development</li> <li>• Total Rewards</li> </ul>	<ul style="list-style-type: none"> <li>• Structure of the HR Function</li> <li>• Organizational Effectiveness &amp; Development</li> </ul>
6	<ul style="list-style-type: none"> <li>• Structure of the HR Function</li> <li>• Organizational Effectiveness &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce Management</li> <li>• Employee and Labor Relations</li> </ul>
7	<ul style="list-style-type: none"> <li>• Workforce Management</li> <li>• Employee and Labor Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Technology Management</li> <li>• Managing a Global Workforce</li> </ul>
8	<ul style="list-style-type: none"> <li>• Technology Management</li> <li>• Managing a Global Workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• US Employment Law &amp; Regulations</li> </ul>
9	<ul style="list-style-type: none"> <li>• Risk Management</li> <li>• US Employment Law &amp; Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• US Employment Law &amp; Regulations (cont.)</li> <li>• Corporate Social Responsibility</li> </ul>
10	<ul style="list-style-type: none"> <li>• US Employment Law &amp; Regulations (cont.)</li> <li>• Corporate Social Responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Exam Strategy Deck</li> </ul>
11	<ul style="list-style-type: none"> <li>• Exam Strategy Deck</li> </ul>	<ul style="list-style-type: none"> <li>• Final Exam Preparation</li> </ul>
12	<ul style="list-style-type: none"> <li>• Distribute Final Exam and conduct discussion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>