

SHRM Certification Prep System® Course Syllabus

Course Number: WBUS 449 **Course time:** 6 pm to 9 pm **Instructor:** Fernán R. Cepero, PHR, SHRM-CP

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Join Sessions via Teams (<https://teams.live.com/join/9393843110690?p=fA8JxaQoMGcR0W4eOx>)

Session	Topic	Homework Assignment (To be completed before the next session)
9/16/2026	Session 1: - Present course introduction - Leadership and Navigation - Ethical Practice	For Session 2: - Inclusive Mindset - Relationship Management - Communication
9/23/2026	Session 2: - Inclusive Mindset - Relationship Management - Communication	For Session 3: - Business Acumen - Consultation - Analytical Aptitude
9/30/2026	Session 3: - Business Acumen - Consultation - Analytical Aptitude	For Session 4: - HR Strategy - Talent Acquisition
10/7/2026	Session 4: - HR Strategy - Talent Acquisition	For Session 5: - Employee Engagement & Retention - Learning & Development - Total Rewards
10/14/2026	Session 5: - Employee Engagement & Retention - Learning & Development - Total Rewards	For Session 6: - Structure of the HR Function - Organizational Effectiveness & Development
10/21/2026	Session 6: - Structure of the HR Function - Organizational Effectiveness & Development	For Session 7: - Workforce Management - Employee and Labor Relations
10/28/2026	Session 7: - Workforce Management - Employee and Labor Relations	For Session 8: - Technology Management - Managing a Global Workforce
11/4/2026	Session 8: - Technology Management - Managing a Global Workforce	For Session 9: - Risk Management - US Employment Law & Regulations
11/11/2026	Session 9: - Risk Management - US Employment Law & Regulations	For Session 10: - US Employment Law & Regulations (cont.) - Corporate Social Responsibility

11/18/2026	Session 10: • US Employment Law & Regulations (cont.) • Corporate Social Responsibility	For Session 11: • Exam Strategy Deck
12/2/2026	Session 11: • Exam Strategy Deck	For Session 12: • Final Exam Preparation
12/16/2026	Session 12: • Distribute Final Exam and conduct discussion	

Course objective: The SHRM-CP and SHRM-SCP exam preparation workshop provides participants with a structured, supportive, and interactive learning environment that encourages discussion, practical application, and engagement with fellow HR professionals. Earning a SHRM certification demonstrates a strong understanding of the profession's competencies and behavioral standards outlined in the SHRM Body of Applied Skills and Knowledge (SHRM BASK), as well as a commitment to professional growth and excellence in the field of human resources.

Testing and grading policy: This workshop does not include formal tests or graded assignments. However, participants will complete a mock certification examination during the final class session to help assess readiness for the SHRM certification exam.

Disabled student testing procedures: Accommodations are designed to ensure access for students with documented disabilities. Accommodations may also be auxiliary aids and services that allow students with disabilities to receive information and communicate with others. Accommodations are designed to reduce or eliminate a barrier that may be present because of a student's disability. Accommodations are determined on a case-by-case basis by the MCC Office of Disability Services.

Absentee policy: Because the SHRM-CP/SHRM-SCP Certification Preparation Workshop is designed as an interactive and cumulative learning experience; consistent attendance is strongly encouraged.

Participants are expected to attend all twelve (12) sessions. Participants who miss more than two (2) sessions may not be considered to have successfully completed the workshop and may become ineligible for any associated certificate of completion, professional development recognition, tuition reimbursement consideration, or certification support tied to participation.

If an absence is unavoidable, participants are expected to notify the instructor in advance whenever possible.