

HR MANAGEMENT CERTIFICATE

Course Syllabus



UNIVERSITY OF
GEORGIA
Center for Continuing
Education & Hotel

COURSE DESCRIPTION

For those looking for facilitated and structured guidance as they prepare, the University of Georgia Center for Continuing Education offers the Human Resources Management Certificate program led by SHRM®-certified instructors, who combine the SHRM Learning System with their teaching to facilitate a comprehensive and detailed review of the current SHRM BoCK. Our expert instructors will help you to identify areas of strength—and build on them—as well as areas in which you need further concentrated study in preparation for either certification exam.

The course offerings are strategically scheduled to end as the SHRM certification exam window opens. This allows for an in-depth study right before you sit for the exam.

Classroom Course Schedule: On campus sessions Wednesdays at 6 p.m. for 13 weeks

Online Course Schedule: Live-online sessions Thursdays at 6 p.m. for 13 weeks

For details please visit our [course webpage](#).

Classroom Location:

UGA Gwinnett Campus
2530 Sever Road
Lawrenceville, GA 30043

[Get Directions](#)

COURSE CONTENT

The SHRM Learning System modules provide an in-depth exploration of the knowledge domains and behavioral competencies tested on the SHRM exams and what is needed to grow and succeed in HR careers.

The four learning modules are:

HR Competencies

- Leadership & Navigation
- Ethical Practice
- Business Acumen
- Consultation
- Critical Evaluation
- Relationship Management
- Global & Cultural Effectiveness
- Communication

People

- HR Strategic Planning
- Talent Acquisition
- Employee Engagement & Retention
- Learning & Development
- Total Rewards

Organization

- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee & Labor Relations
- Technology Management

Workplace

- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- Employment Law & Regulations (U.S. Only)

CERTIFICATE OF PROGRAM COMPLETION

In order to receive a UGA Center for Continuing Education Certificate of Program Completion and earn the 4.0 CEUs for the course, you must:

1. Attend 80% of classroom or live-online sessions.
2. Actively participate in class assignments and discussions.
3. Complete, via the online portal, a pre-assessment quiz, score 80% or higher on quizzes in each learning module, and score a minimum of 70% on the post-test.

This course is also approved for 38.5 PDCs for those looking for recertification hours.

COURSE FORMAT

Classroom lecture and in-depth discussions, personal reading and studying (~10 hours per week outside of class), with online learning tools and assessments.

BENEFITS

- Led by highly experienced and engaging SHRM-certified instructor.
- Classes are taught at a structured pace so you can absorb and understand the material.
- Peer discussions and real-world experiences help reinforce learning materials.
- Course provides an opportunity to network with other HR professionals.
- Outside-the-classroom assignments help reinforce sessions.
- Sample test questions, preparation techniques and periodic progress checks keep you confident in your studies.
- Ideal for those who prefer a structured learning environment.



706-542-3537

questions@georgiacenter.uga.edu

IMPORTANT...

This course is not a substitute for the certification examination. If you wish to take the SHRM-CP or SHRM-SCP examination, you must complete a separate application form at shrmcertification.org/apply.