



## SHRM Certification Exam Prep

### Course Overview

This online course prepares students to take the SHRM-CP or SHRM-SCP certification exams. It follows a structured outline utilizing the SHRM Learning System and Desire2Learn (D2L) Community.

The SHRM Learning System consists of four learning modules that are based on the SHRM Body of Applied Skills & Knowledge (BASK). The four learning modules include HR Competencies, People, Organization, and Workplace (HR Expertise – Functional Areas).

### Course Outline

#### HR Behavioral Competencies

##### Lesson 1: Leadership

Leadership & Navigation  
Ethical Practice  
Diversity, Equity & Inclusion

##### Lesson 2: Business

Business Acumen  
Consultation  
Analytical Aptitude

##### Lesson 3: Interpersonal

Relationship Management  
Communication  
Global Mindset

#### HR Expertise

##### Lesson 4: People

HR Strategy  
Talent Acquisition  
Employee Engagement & Retention

##### Lesson 5: People & Organization

Learning & Development  
Total Rewards  
Structure of the HR Function

##### Lesson 6: Organization

Organizational Effectiveness & Development  
Workforce Management  
Employee & Labor Relations  
Technology Management

**Lesson 7: Workplace**

Managing a Global Workforce  
Risk Management

**Lesson 8: Workplace**

Corporate Social Responsibility  
U.S. Employment Law & Regulations

**Course materials**

All materials are included in course. Students interested in purchasing printed materials may do so for an additional fee.

**Certification**

This course prepares students to take the SHRM-CP or SHRM-SCP exam.

**Exam Costs**

Cost of the exam is not included in course cost. Exam dates and fee information can be found here: <https://www.shrm.org/certification/apply/exam-windows-and-fees/Pages/default.aspx>

*Last updated January 2022*

For the most up-to-date information, please visit: <https://ce.arizona.edu/classes/shrm-certification-exam-prep>