

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

**College of Continuing Education
and Distance Learning**

P.O. Box X109
Middle Tennessee State University
Murfreesboro, TN 37132

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**MIDDLE
TENNESSEE**
STATE UNIVERSITY

In Partnership with



HR: Leading People, Leading Organizations

offers
**SHRM
LEARNING SYSTEM™**



SPRING 2006

Continuing Education Units and Certificate

Upon successful completion of the course, participants will receive 3.3 CEUs and a certificate of completion of the SHRM Learning System. To successfully complete this course, participants must attend 80 percent of all sessions and score 70 percent or better on the final exam.

Course Fee

\$900 - SHRM members

\$925 - Nonmembers

Includes the SHRM Learning System materials and CD.

Registration Deadlines

PD06S-1002 (Antioch) — February 13, 2006

PD06S-1004 (Gallatin) — February 27, 2006

PD06S-1005 (Tulahoma) — February 20, 2006

A \$50 late registration fee will be charged after these dates.

Registration Information

Online: www.mtsu.edu/~learn/noncredit/profdev3.htm

Mail: Complete the attached form, enclose payment, and mail to:

Middle Tennessee State University
College of Continuing Education
and Distance Learning
P. O. Box X109
Murfreesboro, TN 37132

Fax: Complete form and payment information and fax to (615) 896-7925.

Phone: Register using VISA or MasterCard at (615) 898-2462.

Refunds

A \$75 administrative fee will be assessed for all cancellations. In order to receive a refund, **written requests** must be received one week prior to class start date. Refunds **will not** be issued if materials are not returned in their original sealed condition. Substitutions are allowed.

Special Accommodations and Questions

Contact (615) 898-2462

SHRM LEARNING SYSTEM™ PROGRAM

PD06S-1002 • February 21–May 2, 2006 • 5:30–9:00 p.m., Tuesday Evenings • Antioch, Tennessee
 PD06S-1004 • March 7–May 16, 2006 • 6:00–9:30 p.m., Tuesday Evenings • Gallatin, Tennessee
 PD06S-1005 • February 28–May 9, 2006 • 5:30–9:00 p.m., Tuesday Evenings • Tullahoma, Tennessee

This 11-week certificate program is designed to give human resource professionals information for dealing with HR challenges and improving successful job performance. The program's objective is to help professionals upgrade and expand their knowledge and skills to keep abreast of job requirements and help avoid costly mistakes. This course is officially sanctioned by the Society for Human Resource Management (SHRM) and reviews materials for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) accreditations, the most widely recognized professional certifications in the field. www.shrm.org.

Who Should Attend?

Participants taking this course are typically human resource professionals desiring a **review** course in preparation for the Human Resource Certification Institute (HRCI) exam, professionals seeking a broad overview of human resource management, or human resource specialists desiring a broader understanding of the field. *The HRCI promotes the establishment of standards for the profession and recognizes human resource professionals who have met the requirements for mastering the codified HR body of knowledge.*

About the Course

The instructors will use the materials in the **SHRM Learning System**. As a *professional development tool*, the Learning System can increase a participant's knowledge of the field of human resources and provide a current reference of HR practices. As a *certification preparation tool*, the Learning System has a measurable track record of success for those qualified to sit for the HRCI exam. Documentation has shown that participants who attend a Learning System course through an approved educational institution have consistently higher pass rates on the certification exam than those who do not attend a Learning System course.

Modules

Launch Book: Introduction and Instructions
 Module One: Strategic Management
 Module Two: Workforce Planning and Employment
 Module Three: Human Resource Development
 Module Four: Compensation and Benefits
 Module Five: Employee and Labor Relations
 Module Six: Occupational Health, Safety, and Security

Course Locations

PD06S-1002 Shop At Home
 5388 Hickory Hollow Parkway
 Antioch, TN 37013

PD06S-1004 Volunteer State Community College
 1480 Nashville Pike
 Gallatin, TN 37066

PD06S-1005 Motlow State Community College
 6015 Ledford Mill Road
 Tullahoma, TN 37388

PHR/SPHR Testing and Certification

- HRCI delivers all PHR and SPHR exams by computer.
- Exams are administered at 250 Prometric test centers across the United States and Canada.
- Two annual testing windows: May 1–June 30 and December 1–January 31.

For More Information About the National Exam and Eligibility Requirements

www.hrci.org
 Call 1-800-283-7476; Option #4

Course content reflects the body of knowledge tested for the Professional in Human Resources (PHR) level of certification designation by the Human Resource Certification Institute (HRCI). This is considered a **REVIEW** course for HR professionals taking the exam.

www.mtsu.edu/~learn/noncredit/profdev3.htm

<p style="text-align: center;">College of Continuing Education and Distance Learning Registration Form • SHRM Learning System Program—Spring 2006</p> <p>Name _____ Address (street) _____ City _____ State _____ Zip Code _____ Telephone (Home) _____ (Work) _____ Company Name _____ E-mail _____</p>	<p><i>Make check payable to MTSU Mail to: College of Continuing Education and Distance Learning, 1301 E. Main St., Box X109, MTSU, Murfreesboro, TN 37132</i></p> <p>Social Security # _____ Date of birth _____</p> <p><input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Caucasian <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Spanish <input type="checkbox"/> Black <input type="checkbox"/> International</p> <p><input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Name on card _____ Card No. _____ Exp. _____</p>	<p>Space Below For University Use</p> <p>Receipt No. _____ Date _____ Amount Rec. _____</p> <p><input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Other</p> <p>For A & R Use <input type="checkbox"/> C <input type="checkbox"/> N C</p>
<p><input type="checkbox"/> PD06S-1002 (Antioch) <input type="checkbox"/> PD06S-1004 (Gallatin) <input type="checkbox"/> PD06S-1005 (Tullahoma)</p> <p><input type="checkbox"/> \$900 - SHRM members <input type="checkbox"/> \$925 - Nonmembers <input type="checkbox"/> P.O. No. _____ <input type="checkbox"/> \$50 - Late Fee</p>		