

Associate Professional in Human Resources (aPHR)

Course Syllabus

26 Hours

Course Description

The Associate Professional in Human Resources (aPHR) coursework provides knowledge pertaining to entry-level certification in the Human Resources industry. The aPHR certification is an entry-level certification that is designed for new HR professionals. To become certified, students must meet strict professional experience and educational requirements before taking the exam. To remain certified, students must stay current in the HR profession and recertify every three years. This course covers the objectives for the certification exams:

- **Associate Professional in Human Resources (aPHR)**

Learning Objectives

Upon completion of the course, students will understand:

- Key skills required of HR professionals, including ability to lead and motivate others, concepts and applications, ethics and professional organization standards; how to perform environmental scans and discuss organizational structures
- Current business and regulatory environments; how a working knowledge of those areas allow HR professionals to be key contributors in development, implementation, and evaluation of the organization's strategic plan
- Development, implementation, and assessment of affirmative action plans and other equal opportunity considerations
- Best approaches to internal and external recruitment, with a focus on key recruitment sources such as job postings, referrals, and various types of candidates, such as active and semi-active
- Key elements of an organization's orientation, onboarding, and exit strategies, including how to deal with challenges commonly encountered when implementing onboarding programs, and how to measure success of employee onboarding programs
- Key components of Human Resource Development (HRD), along with key federal legislation that affects HRD activities – both their development and delivery – as well as OD theories and applications and provides direction to HR professionals on how to approach OD initiatives to ensure they support organizational objectives
- The importance and impact of compensation and benefits programs on their organizational objectives, and how to budget and account for compensation and benefits programs
- Non-cash compensation methods such as equity programs and non-cash rewards, as well as common benefits programs such as health coverage and employee assistance programs (EAPs)
- Process, subjects of, and approaches for collective bargaining between unions and employers, as well as best practices for strikes, picketing, and secondary boycotts as the legal means of protest by employees
- The steps in risk management process and risk management strategies in terms of business continuity planning and liability insurance, as well as the most important employee health and safety regulation for HR professionals, the Occupational Safety and Health Act
- Workplace privacy issues, privacy policy, and concerns of employees and employers with regard to privacy
- Various aspects of employee safety issues, programs, health hazards, and employee assistance and wellness programs that HR professionals should be aware of through outlining security risk analysis and programs used to avoid future emergencies

Course Format

Associate Professional in Human Resources is a self-paced, online course delivered through the learning management system Skillsoft. The site to access the coursework is su.skillport.com. Login credentials will be provided to you on the cohort launch date. If you do not receive them by the launch date, please check your Spam/Junk folder of your email and/or contact your advisor or O2O program coordinator. Once you have logged into your account, you can locate the coursework by selecting “View My Learning Plan.”

Coursework is delivered through videos, tutorials, and tests. No textbooks are required for the course; however, students are encouraged to utilize additional resources to assist with certification preparation. Resource Guides with lists of supplemental study materials for each certification are available at <http://libguide.getvet.syr.edu/curriculum/>.

Course Completion Requirements

Associate Professional in Human Resources coursework is due within 90 days from the assignment date. The course hours listed at the top of the syllabus reflect the time it would take to click through the slides and do not account for taking notes or the end of module tests. For the aPHR and PHR certifications, you must complete both modules in Topic 1, all three modules in Topic 2, all seven modules in Topic 3, all three modules in Topic 4, all three modules in Topic 5, all three modules in Topic 6, and both modules in Topic 7. For the SPHR certification you will also need to complete both modules in Topic 8. Successful completion of a module is marked after you review the lesson videos and score 80% or higher on the end of module tests.

At the beginning of a module, you will be asked to take a pre-test. Scoring 80% or higher on the pre-test signifies competence in the information that will be covered; you will therefore be waived from completing the module. A non-credit certificate of completion will be awarded for successful completion of the coursework.

Industry Certification Requirements

In order for the program to fund your aPHR certification exam you will need to meet the associated practice exam requirements. Your advisor or O2O program coordinator will provide you with access to the practice exams as well as completion instructions once you have finished the coursework.

Support

- For technical support, please contact Skillsoft Support at support.skillsoft.com
- For course content support, please utilize Skillsoft’s “Ask My Mentor” tool, located in the left-hand Menu within the module course player
- For program support or questions, please contact your advisor or O2O program coordinator

Course Outline

Topic 1: Human Resources Core Knowledge

- 1.1 Human Resources Core Knowledge: Skills, Concepts, and Tools
- 1.2 Human Resources Core Knowledge: Functions and Activities

Topic 2: Business Management and Strategy

- 2.1 Business Management and Strategy: The HR Function and Business Environment
- 2.2 Business Management and Strategy: HR and the Strategic Planning Process
- 2.3 Business Management and Strategy: HR Functions and Roles

Topic 3: Workforce Planning and Employment

- 3.1 Workforce Planning and Employment: Employment Legislation

- 3.2 Workforce Planning and Employment: Recruitment Strategies
- 3.3 Workforce Planning and Employment: Sourcing and Selecting Candidates
- 3.4 Essentials of Interviewing and Hiring: Preparing to Interview
- 3.5 Essentials of Interviewing and Hiring: Conducting an Effective Interview
- 3.6 Essentials of Interviewing and Hiring: Behavioral Interview Techniques
- 3.7 Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies

Topic 4: Human Resource Training and Development

- 4.1 Human Resource Development: Regulations and Organizational Development
- 4.2 Human Resource Development: Employee Training
- 4.3 Human Resource Development: Performance Appraisal and Talent Management

Topic 5: Compensation and Benefits

- 5.1 Compensation and Benefits: Regulations, Strategies, and Needs Assessment
- 5.2 Compensation and Benefits: Managing Policies, Programs, and Activities
- 5.3 Compensation and Benefits: Organizational Responsibilities

Topic 6: Employee and Labor Relations

- 6.1 Employee and Labor Relations: Employment Regulations and Organizational Programs
- 6.2 Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution
- 6.3 Employee and Labor Relations: Unions and Collective Bargaining

Topic 7: Risk Management

- 7.1 Risk Management: Organizational Risk and Safety and Health Legislation
- 7.2 Risk Management: Workplace Safety, Security, and Privacy

Topic 8: Strategic Human Resource Management (SPHR Only)

- 8.1 Strategic HR for SPHR Exam Candidates Part I
- 8.2 Strategic HR for SPHR Exam Candidates Part II