### January 2016 Session Schedule

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>EST. HOURS</th>
<th>WEEK</th>
<th>TARGET DATE FOR COMPLETION</th>
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<tbody>
<tr>
<td><strong>VET395: Human Resources (PHR &amp; SPHR)</strong></td>
<td>29.00</td>
<td>2 Weeks</td>
<td>1-Feb</td>
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**Topic 1: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned)**

1.1 SS Course: Human Resources Core Knowledge: Skills, Concepts, and Tools 1.00 Week 1 25-Jan
1.2 SS Course: Human Resources Core Knowledge: Functions and Activities 1.00 Week 1 25-Jan

**Topic 2: Business Management and Strategy (HRCI: PHR/SPHR-aligned)**

2.1 SS Course: Business Management and Strategy: The HR Function and Business Environment 1.00 Week 1 25-Jan
2.2 SS Course: Business Management and Strategy: HR and the Strategic Planning Process 1.00 Week 1 25-Jan
2.3 SS Course: Business Management and Strategy: HR Functions and Roles 1.00 Week 1 25-Jan

**Topic 3: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)**

3.1 SS Course: Workforce Planning and Employment: Employment Legislation 1.00 Week 1 25-Jan
3.2 SS Course: Workforce Planning and Employment: Recruitment Strategies 1.00 Week 1 25-Jan
3.3 SS Course: Workforce Planning and Employment: Sourcing and Selecting Candidates 1.50 Week 1 25-Jan
3.4 SS Course: Essentials of Interviewing and Hiring: Preparing to Interview 1.00 Week 1 25-Jan
3.5 SS Course: Essentials of Interviewing and Hiring: Conducting an Effective Interview 1.00 Week 1 25-Jan
3.6 SS Course: Essentials of Interviewing and Hiring: Behavioral Interview Techniques 1.00 Week 1 25-Jan
3.7 SS Course: Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies 1.50 Week 1 25-Jan


4.1 SS Course: Human Resource Development: Regulations and Organizational Development 1.50 Week 1 25-Jan
4.2 SS Course: Human Resource Development: Employee Training 1.00 Week 1 25-Jan
4.3 SS Course: Human Resource Development: Performance Appraisal and Talent Management 1.00 Week 1 25-Jan

**Topic 5: Compensation and Benefits (HRCI: PHR/SPHR-aligned)**

5.1 SS Course: Compensation and Benefits: Regulations, Strategies, and Needs Assessment 1.50 Week 1 25-Jan
5.2 SS Course: Compensation and Benefits: Managing Policies, Programs, and Activities 0.50 Week 1 25-Jan
5.3 SS Course: Compensation and Benefits: Organizational Responsibilities 1.00 Week 1 25-Jan

**Topic 6: Employee and Labor Relations (HRCI: PHR/SPHR-aligned)**

6.1 SS Course: Employee and Labor Relations: Employment Regulations and Organizational Considerations 1.50 Week 2 1-Feb
6.2 SS Course: Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution 1.00 Week 2 1-Feb
6.3 SS Course: Employee and Labor Relations: Unions and Collective Bargaining 1.50 Week 2 1-Feb

**Topic 7: Risk Management (HRCI: PHR/SPHR-aligned)**

7.1 SS Course: Risk Management: Organizational Risk and Safety and Health Legislation 1.50 Week 2 1-Feb
7.2 SS Course: Risk Management: Workplace Safety, Security, and Privacy 1.00 Week 2 1-Feb

**Topic 8: Strategic Human Resource Management (HRCI: SPHR-aligned) (For SPHR Candidates only)**

8.1 SS Course: Strategic HR for SPHR Exam Candidates Part I 1.50 Week 2 1-Feb
8.2 SS Course: Strategic HR for SPHR Exam Candidates Part II 1.50 Week 2 1-Feb