



## Associate Professional in Human Resources (aPHR Certification)

### The Human Resources Profession

Human Resources (HR) departments are fast becoming a significant player in organizations across the country. Previously, these divisions handled mainly administrative functions like managing employee benefits, recruiting, interviewing and hiring new staff as directed by management. Today's HR professionals are increasingly involved in company initiatives and strategic planning. With this evolving role, HR departments are now able to offers unprecedented opportunities for those entering the field. According to the Bureau of Labor Statistics, the number of HR professions in the U.S. will rise faster than the national average over the next 10 years, making this a great focus for students looking to enter the business world.

### Associate Professional in Human Resources

This program provides a comprehensive preparation for the Associate Professional in Human Resources (aPHR®) certification exam and introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This program will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedures as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees. Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs.

### Education & Certification

- Students should have or be pursuing a high school diploma or GED.
- Students who complete this comprehensive course would be prepared to sit for the **Human Resource Professional Institute (HRCI) Associate Professional in Human Resources (aPHR)** national certification examination.

### Detailed Course Topics Covered

At the conclusion of this program, students will be able to:

- Analyze the role of HR as a strategic partner to manage the organization
- Develop a strategic HR plan for an organization
- Develop a personnel planning, recruiting and selection plan for an organization
- Identify key deficits and performance appraisal processes in employee development
- Outline the process to create a 'job ladder' for employees for career development
- Make pay plan and benefits mix suitability determinations in line with strategic plans
- Apply employment discrimination and labor laws to deal with employment issues
- Identify legal, ethical, health, and safety issues in the workplace

### Associate Professional in Human Resources Program

**Delivery:** Online self-paced, mentor support  
**Hours:** 375  
**Externship:** Optional Placement Available

**Tuition:** \$3,000  
**HRCI Certification Exam Fee Included**

**Credential Achievement Guarantee**  
*conditions apply*

**ENROLL TODAY!**

**(302) 857-6143**

**achurch@desu.edu**

