uCertify

Course Outline

Professional in Human Resources Certification(PHR/SPHR)



27 Mar 2024

1. Course Objective
2. Pre-Assessment
3. Exercises, Quizzes, Flashcards & Glossary

   Number of Questions
4. Expert Instructor-Led Training
5. ADA Compliant & JAWS Compatible Platform
6. State of the Art Educator Tools
7. Award Winning Learning Platform (LMS)
8. Chapter & Lessons

   Syllabus

   Chapter 1: Introduction

   Chapter 2: Certifying Human Resource Professionals

   Chapter 3: PHR Exam: Business Management

   Chapter 4: PHR Exam: Talent Planning and Acquisition

   Chapter 5: PHR Exam: Learning and Development

   Chapter 6: PHR Exam: Total Rewards

   Chapter 7: PHR Exam: Employee and Labor Relations

   Chapter 8: SPHR Exam: Leadership and Strategy

   Chapter 9: SPHR Exam: Talent Planning and Acquisition

   Chapter 10: SPHR Exam: Learning and Development

   Chapter 11: SPHR Exam: Total Rewards

   Chapter 12: SPHR Exam: Employee Relations and Engagement

   Chapter 13: Appendix A: PHR and SPHR Case Studies

   Chapter 14: Appendix B: Federal Employment Legislation and Case Law

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   Chapter 16: Appendix D: Summarizing the Summaries: What Meta-Analyses Tell Us About Work Engagement

   Chapter 17: Appendix E: Neuroscience Principles and Applications for HR Leaders

   Videos and How To

9. Practice Test

    Here's what you get

    Features

10. Post-Assessment

1. Course Objective

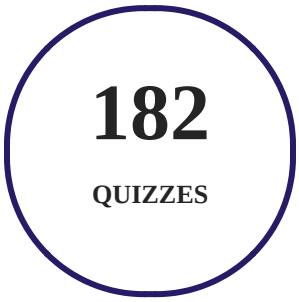
Gain hands-on experience to pass the HRCI SPHR and PHR certification exams with the Professional in Human Resources Certification(PHR/SPHR) course. This HR training course covers the PHR and SPHR exam objectives and provides you with the knowledge and skills required to work with business management, employee and labor relations; learning and development; talent planning, and acquisition.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.



4. flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- **2014**
    1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution

2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

- **2017**
    1. Best Overall Education Solution
    2. Best Student Assessment Solution
    3. Best Corporate/Workforce Learning Solution
    4. Best Higher Education LMS or Learning Platform

- **2018**
    1. Best Higher Education LMS or Learning Platform
    2. Best Instructional Solution in Other Curriculum Areas
    3. Best Learning Relationship Management Solution

- **2019**
    1. Best Virtual Learning Solution
    2. Best Content Authoring Development or Curation Solution
    3. Best Higher Education Learning Management Solution (LMS)

- **2020**

1. Best College and Career Readiness Solution
2. Best Cross-Curricular Solution
3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

- About Human Resource Certification
- Why Become Certified?
- How This Course Is Organized

Chapter 2: Certifying Human Resource Professionals

- The Human Resource Profession
- Development of the Human Resource Body of Knowledge
- The Test

- Summary

Chapter 3: PHR Exam: Business Management

- Organizations
- Mission, Vision, Values
- Corporate Governance
- Enterprise Risk Management
- Qualitative and Quantitative Analysis
- Change Management
- HR Metrics: Measuring Results
- Summary
- Exam Essentials

Chapter 4: PHR Exam: Talent Planning and Acquisition

- Talent Planning
- Job Analysis and Description
- Staffing Programs
- Summary

- Exam Essentials

Chapter 5: PHR Exam: Learning and Development

- Organizational Development
- Employee Training Programs
- Metrics: Measuring Results
- Summary
- Exam Essentials

Chapter 6: PHR Exam: Total Rewards

- Total Rewards Defined
- Budgeting and Accounting for Total Rewards
- Compensation
- Benefits
- Payroll
- Communicating Compensation and Benefits Programs
- Metrics: Measuring Results
- Summary
- Exam Essentials

Chapter 7: PHR Exam: Employee and Labor Relations

- Human Relations
- Organization Climate and Culture
- Employee Rights and Responsibilities
- Performance Management Programs
- Organization Exit/Off-Boarding Processes
- Labor Relations
- Risk Overview
- Metrics: Measuring Results
- Summary
- Exam Essentials

Chapter 8: SPHR Exam: Leadership and Strategy

- Organizational Planning and Strategy
- Strategic Planning
- Strategic Management
- Human Capital Management Plans

- Service Delivery and Technology
- Project Management Concepts
- HR Data and Metrics
- Summary
- Exam Essentials

Chapter 9: SPHR Exam: Talent Planning and Acquisition

- Recruiting and Selection
- Strategic Workforce Planning
- Metrics: Measuring Results
- Summary
- Exam Essentials

Chapter 10: SPHR Exam: Learning and Development

- Learning and Development Defined
- Strategic Learning and Development
- The Role of the Behavioral Sciences
- Succession Plans
- Integrated Talent Management

- Training as an Intervention Strategy
- Summary
- Exam Essentials

Chapter 11: SPHR Exam: Total Rewards

- Total Rewards Defined
- Fiduciary Responsibility
- Total Rewards Philosophy and Strategies
- Basic Budgeting and Accounting
- Motivating and Retaining through Total Rewards
- Equity Compensation
- Benefits
- Summary
- Exam Essentials

Chapter 12: SPHR Exam: Employee Relations and Engagement

- Human Relations
- Diversity and Inclusion

- Workplace Safety and Security
- Labor Unions
- Metrics: Measuring Results
- Summary
- Exam Essentials

Chapter 13: Appendix A: PHR and SPHR Case Studies

- Case Study 1: Human Resources Role in Preventing Workplace Violence
- Case Study 2: Where the Green Glass Grows

Chapter 14: Appendix B: Federal Employment Legislation and Case Law

- Affirmative Action Plans (AAPs)
- Age Discrimination in Employment Act of 1967 (ADEA)
- Americans with Disabilities Act of 1990 (ADA)
- Civil Rights Act of 1964 (Title VII)
- Common Law Doctrines
- Copyright Act of 1976
- Davis-Bacon Act of 1931
- Drug-Free Workplace Act of 1988

- EEO Survey
- Employment Retirement Income Security Act of 1974 (ERISA)
- Executive Orders
- Fair Credit Reporting Act of 1970 (FCRA)
- Fair Labor Standards Act of 1938 (FLSA)
- Family and Medical Leave Act of 1993 (FMLA)
- Foreign Corrupt Practices Act of 1977
- Genetic Information Nondiscrimination Act of 2008 (GINA)
- Glass Ceiling Act of 1991
- Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA)
- Immigration Reform and Control Act of 1986 (IRCA)
- International Labour Organization (ILO)
- International Trade Organizations
- Mine Safety and Health Act of 1977 (MSHA)
- Occupational Safety and Health Act of 1970 (OSHA)
- Organisation for Economic Co-operation and Devel... Guidelines for Multinational Enterprises (MNEs)
- Patient Protection and Affordable Care Act of 2010 (PPACA, ACA, Obamacare)

- Pension Protection Act of 2006 (PPA)
- Privacy Act of 1974
- Rehabilitation Act of 1973, Sections 501, 503, and 505
- Sarbanes-Oxley Act of 2002 (SOX)
- Service Contract Act of 1965 (SCA)
- Sexual Harassment
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)
- United States Patent Act of 1790
- Wage Garnishment Law, Federal
- Walsh-Healey Public Contracts Act of 1936
- Worker Adjustment Retraining and Notification Act of 1988 (WARN)
- Workers' Compensation
- Quick Reference Guide: Agencies, Court Cases, Terms, and Laws; General Record-Keeping Guidelines

Chapter 15: Appendix C: Resources

- Business Management, Leadership, and Strategy
- Talent Planning and Acquisition
- Learning and Development

- Total Rewards
- Employee and Labor Relations and Engagement

Chapter 16: Appendix D: Summarizing the Summaries: What Meta-Analyses Tell Us About Work Engagement

- Christian, Garza, and Slaughter, 2011
- Maricutoiu, Sulea, and Iancu, 2017
- Knight, Patterson, and Dawson, 2017
- References

Chapter 17: Appendix E: Neuroscience Principles and Applications for HR Leaders

- Introduction
- The Principles
- Conclusion
- Suggested Reading

11.  Practice Test

Here's what you get

175	2	175
PRE-ASSESSMENTS QUESTIONS	FULL LENGTH TESTS	POST-ASSESSMENTS QUESTIONS

Features

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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