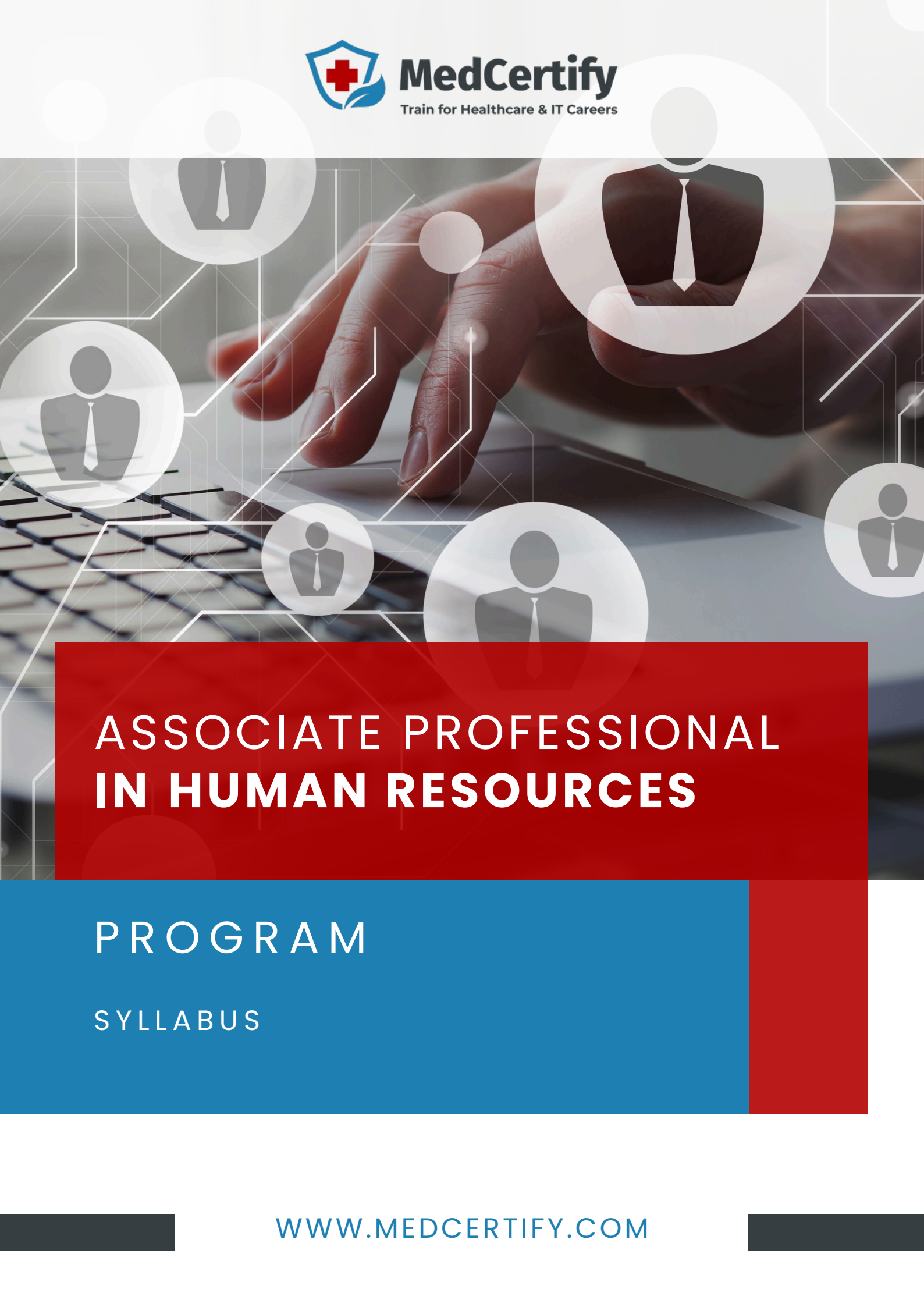




MedCertify

Train for Healthcare & IT Careers



ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES

PROGRAM

SYLLABUS

WWW.MEDCERTIFY.COM

ONLINE DELIVERY

**120 INSTRUCTIONAL
CLOCK HOURS
12 WEEKS**



OVERVIEW:

The Human Resources Assistant program prepares students to support essential HR functions within a professional business environment. The curriculum emphasizes ethical practices, communication, and administrative responsibilities while introducing key business and human resource principles. Students will gain foundational knowledge in employee relations, recordkeeping, payroll, and office technology. The program also focuses on developing critical thinking, time management, and leadership skills needed to contribute effectively to HR departments across a variety of industries.

Students will learn to:

- Demonstrate ethical conduct in workplace activities and HR practices
- Communicate clearly and professionally in written and verbal interactions
- Support employee management, scheduling, and documentation tasks
- Apply time and stress management techniques in a professional setting
- Use Microsoft Office tools for HR and administrative functions
- Understand basic bookkeeping and payroll processes
- Apply strategic thinking and problem-solving skills to HR scenarios
- Build interpersonal and leadership skills to support team collaboration
- Maintain accurate records and assist with onboarding or personnel procedures
- Contribute to a positive and inclusive work environment



PROGRAM FEATURES

- ✓ Expert Guidance Provided Through Live Mentoring Support Sessions
- ✓ Access to On-Demand Video Lessons for the Duration of Your Program
- ✓ Flexible, Self-Paced Learning that Adapts to Your Schedule
- ✓ Dedicated Academic Coaches
- ✓ National Certification Exam Preparation Support



PROGRAM COURSES

- ✓ Workplace OSHA Training
- ✓ Career Development
- ✓ Business Office Productivity 2021
- ✓ Professional Office Development
- ✓ Associate Professional in HR (aPHR)

PROGRAM OUTLINE

WEEK 1

Microsoft Office Productivity

WEEK 2

Professional Office Development

WEEKS 3-4

Human Resource Management

WEEKS 6-7

Organizational Relations & Employee Development

WEEKS 8-9

Talent Acquisition

WEEK 10

Employee Compensation and Benefits

WEEKS 11-12

Employee Relations and Risk Management



1169 Eastern
Parkway Ste 2252
Louisville, KY 40217

P : +1 [800.511.2284](tel:800.511.2284)
W : www.medcertify.com
E : info@medcertify.com

SCAN TO DOWNLOAD
YOUR SYLLABUS



MedCertify
Train for Healthcare & IT Careers