



LOS ANGELES VALLEY COLLEGE
EXTENSION PROGRAM

HUMAN RESOURCES ** PLUS ** aPHR Test Prep (ONLY 7 WEEKS!)
Professional Credential Program

Register Soon - Classes fill up Quickly!

Learn from experts and experienced HR professionals

Limited to 15 Students – Enroll Early!

Schedule: only 7 SATURDAYS (9:00AM – 12:00PM), starting January 21, 2017

The aPHR test is a **NATIONALLY RECOGNIZED CERTIFICATION** that is highly respected by employers in **every** state.

- Research shows a **63% increase** in promotions, for entry-level HR Professionals with an aPHR certificate.
- Increase your **job opportunities** and **income!**
- This exciting class is valuable for HR Assistant graduates and entry-level HR Professionals.

The HR aPHR Test Prep course covers the general HR body of knowledge to prepare students for taking the test:*

- HR Operations – functional, technological and legal procedures
- Recruitment and Selection – methods and legal requirements
- Compensation & Benefits – understanding insurance practices and benefit programs
- HR Development and Retention – best practices in training and performance rating
- Employee Relations – behavioral issues, incentive programs, termination requirements
- OSHA Safety –regulations and reporting methods
- HR Tasks – examples and workplace scenarios
- General Exam information/Continuing Education

TUITION & MATERIALS FEE

- \$1150 plus Materials Fee (discount code available for materials)
Easy 2-month payment plan *****Everyone qualifies*****

Classes fill up very **quickly** so call now and *begin* your career advancement today!

Register at: www.Legalfieldcareers.com

Call for Information - 818-997-0967

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