



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](http://www.Legalfieldcareers.com)

**Call for Information - 818-997-0967**

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