



## CONTINUING EDUCATION

### Course Outline

# aPHR™ Exam Prep

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HRCI's® new Associate Professional in Human Resources™ (aPHR™) certification is the perfect way to validate your entry-level knowledge of the human resources field. In this exam prep course, you'll learn how to study for the exam; get test-taking tips; review the six content areas of the exam, which are different from those for the PHR® and SPHR®; and prepare for the exam by taking sample multiple-choice tests.

## Who Should Take This Course?

This course is designed for those with basic HR knowledge who are currently employed in HR or who desire to enter the HR field, but who do not have the experience required for the PHR®, SPHR®, SHRM-CP or SHRM-SCP certifications. The aPHR™ certification can be added to your resume to verify your knowledge level.

## Course Objectives

- Learn tips and tools for studying for and taking the aPHR™ exam
- Review the laws governing the employment relationship
- Review HR operations and administration
- Review recruitment and selection
- Review compensation and benefits
- Review HR development and retention
- Review employee relations
- Review health, safety and security
- Become familiar and comfortable with the exam format

## Course Info

- Length: 24 hours
- Format: Classroom instruction, sample tests and studying outside of class
- Prerequisite: Completion of Green River's HR Generalist Certificate Program or prior HR experience (or entry with instructor permission)

## Course Content

### Overview & Health, Safety and Security

- Pre-test (assessment of areas of strength and weakness)
- Tips on how to study
- Employment laws, agency regulations and court cases (where not integrated into subject areas)
- Risk mitigation
- Security risks
- Wellness programs

## Operations & Recruitment and Selection

- HR in organizations
- Recordkeeping and reporting
- Job analysis and descriptions
- Staffing practices
- Sourcing candidates
- Interviewing techniques
- Post-offer activities

## Compensation and Benefits & Development and Retention

- Job classification (exempt/non-exempt)
- Pay systems
- Incentives
- Employee benefits
- Employee self-service
- Training delivery and evaluation
- Performance appraisal methods
- Career development practices
- Employee retention

## Employee Relations & Test-Taking

- Employer and employee rights and responsibilities
- Complaints and grievances
- Progressive discipline
- Offboarding and termination
- Employee relations programs
- Tips on taking the test
- Final Q&A
- Class evaluations

## Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

## Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session. You can [request a Course Completion/CEU letter online](#).

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit [www.greenriver.edu/dss](http://www.greenriver.edu/dss).

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the

quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).