



# 6-Week PHRca Online Syllabus

**Objectives:** 1) Pass the California Exam 2) Increase your breadth of knowledge about California HR.

## California Exam Prep Program Information

Most of our students work full time. Our students are adult, non-traditional students taking this class for a career advancement or change. They have work/family responsibilities. Our approach to the California Exam Prep program combines the traditional classroom with online learning. To meet the needs of all our students, we have taken a blended learning approach. Blended learning combines classroom learning with online learning, in which students can, in part, control the time, pace, and place of their learning. Blended courses (also known as hybrid or mixed-mode courses) are classes where the traditional face-to-face instruction is enhanced by web-based online learning.

### Here's how it works:

In class discussion will include problem centered questions, terms, scenarios, examples, interactive activities to enhance your learning, time to speak with the instructor and get clarification, more tests and test taking tips. Bring at least 2 questions to class.

Upon payment of registration, the PHRca study guide is shipped, access to the pre-recorded lectures, practice exams and classroom are set up through our virtual classroom at <https://hrcoach.moodle.school>. **You will receive an email from <https://hrcoach.moodle.school> by email.**

**An email will be sent to you for confirmation. Follow the instructions in the email to confirm your registration. Once you click the link, it will take you to the <https://hrcoach.moodle.school> web class to update your user profile and choose your password. Without performing this step, the system will not let you log-in.**

**URL: <https://hrcoach.moodle.school>**

Logon id – emailed to you

Password – What you choose when you update your profile.

To download the classroom to your phone, go to iTunes or Play Store and download the Moodle App. You will be asked to enter the website, <https://hrcoach.moodle.school/> your user name and password.



## PHRca Exam Preparation Study Guide Study Schedule

### 6 Week Blended Learning PHRca Exam Preparation Syllabus

*You will receive a calendar invite with the link and passcode to enter the classroom.*

IN CLASS	AT HOME ASSIGNMENT	RESOURCE
<p><b>Upon receipt of book</b></p>	<p><b>Begin reviewing your book. You will be emailed access to the HR Coach Moodle School. Peruse the lectures, PPT presentations and flash cards. Take the "Pre-Assessment". This is your benchmark.</b></p>	<p><a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a></p>
<p>Week 1 – ORIENTATION, DISCUSSION ON USING TECHNOLOGY AND STUDY GUIDE.</p>	<p>Read About the HRCI PHRca Exam on Page iii – vi. Read Functional Area 1 – <b>Compensation/Wage &amp; Hour</b> Listen to <b>Compensation/Wage &amp; Hour Lecture</b> Take <b>Compensation/Wage &amp; Hour Assessment</b> Choose which IWC Orders apply to your company. If you are not employed, choose what applies to a hospital. Create your own flashcard questions from this FA. <b>POST 2 QUESTIONS TO THE BLOG FOR THIS CLASS.</b></p>	<p>PHRca Exam Prep Study Guide by HR Coach LLC dba Train Me Today <a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a> <a href="http://www.dir.ca.gov/iwc/wageorderindustries.htm">http://www.dir.ca.gov/iwc/wageorderindustries.htm</a> <a href="https://quizlet.com/create-set">https://quizlet.com/create-set</a></p>
<p>Week 2 – Discussion Compensation/ Wage and Hour 22%</p>	<p>Read Functional Area 2 – <b>Employment and Employee Relations</b> Listen to Functional Area 2 <b>Employment and Employee Relations Lecture</b> Take <b>Employment and Employee Relations Assessment</b>. Create your own flashcard questions from this FA. <b>POST 2 QUESTIONS TO THE BLOG FOR THIS CLASS.</b></p>	<p>PHRca Exam Prep Study Guide by HR Coach LLC dba Train Me Today <a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a> <a href="https://quizlet.com/create-set">https://quizlet.com/create-set</a></p>



<p>Week 3 – Discussion Employment &amp; Employee Relations 46%</p>	<p>Read Functional Area 3 – <b>Benefits and Leaves of Absence</b> Listen to Functional Area 3 <b>Benefits and Leaves of Absence</b> Lecture Take <b>Benefits and Leaves of Absence</b> Assessment. Create your own flashcard questions from this FA. <b>POST 2 QUESTIONS TO THE BLOG FOR THIS CLASS.</b></p>	<p><b>PHRca Exam Prep Study Guide by HR Coach LLC dba Train Me Today</b> <a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a> <a href="https://quizlet.com/create-set">https://quizlet.com/create-set</a></p>
<p>Week 4 – Discussion Benefits &amp; Leaves of Absence 20%</p>	<p>Read Functional Area 4 – <b>Health, Safety and Workers’ Compensation</b> Listen to Functional Area 4 <b>Health, Safety &amp; WC</b> Lecture Take <b>Health, Safety and WC</b> Assessment. <b><i>Review your company’s California IIPP.</i></b> Create your own flashcard questions from this FA. <b>POST 2 QUESTIONS TO THE BLOG FOR THIS CLASS.</b></p>	<p><b>PHRca Exam Prep Study Guide by HR Coach LLC dba Train Me Today</b> <a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a> <a href="https://quizlet.com/create-set">https://quizlet.com/create-set</a></p>
<p>Week 5 – Discussion Health, Safety &amp; Workers’ Compensation 12%</p>	<p>STUDY AND DO THE FINAL TMT ASSIGNMENT on <a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a>. It is open book, ESSAY, and should take up to 4 hours or more. <b><i>Take the HRCI Pre-Assessment.</i></b></p>	<p><b>PHRca Exam Prep Study Guide by HR Coach LLC dba Train Me Today</b> <a href="https://hrcoach.moodle.school">https://hrcoach.moodle.school</a> <a href="http://www.hrci.org">www.hrci.org</a></p>
<p>Week 6 – <b><i>Final Exam Due</i></b></p>	<p>GOOD LUCK ON THE PHRca EXAM!</p>	<p><a href="http://www.hrci.org">www.hrci.org</a></p>

**All students have access to the online practice exams and lectures for one year.  
To receive a Certificate of Completion, you must complete all exams at 90% by the end of  
6 sessions plus attend all classes.**