

Train for a rewarding career in

# Human Resources Administration

SJVC | MKT630 REV 11.23

SJVC's Human Resources Administration (HRA) program offers training in the procedures, policies and practices found in today's human resource departments.

---

Students develop the professional skills necessary to perform the duties of a human resource administrator. Hands-on training includes a variety of computer applications, including Microsoft Office, word processing, spreadsheets, and presentation software.

# Your trusted source for online training.

SJVC provides flexible learning options allowing you to study at your convenience with online classes.



## Students Learn To:\*

- Describe laws and regulations relating to employment, employer/employee rights, health and safety, nondiscrimination, and diversity in the workplace
- Communicate effectively orally and in writing
- Perform administrative tasks for HR functions including record keeping and payroll
- Develop and implement programs for training, motivating, and retaining employees
- Partner with management for decision-making on strategic planning, policy and procedure development, staffing, compensation, and talent management
- Demonstrate skills for conflict resolution, processing grievances, and appraising employee performance
- Demonstrate the social skills, professional appearance, attitudes, and behavior that employers expect of all SJVC graduates.

\*See college catalog for complete student learning outcomes for this program.

At SJVC, we value:

**Integrity**  
**Family**  
**Professionalism**  
**Communication**  
**Diversity**  
**Success**

## Credentials

Graduates earn a Certificate of Completion or Associate of Science degree.

Hands-on practice includes a variety of computer applications, including:

- Microsoft® Office
- Word processing
- Spreadsheets
- Presentation software

### Graduation Requirements

- Successful completion of the courses
- Minimum keyboarding speed of 35 net words per minute
- Successful completion of the Career Academy requirements

## Admissions Requirements

- High School diploma or equivalent
- Wonderlic SLE assessment score of 12 or higher

See the SJVC College Catalog for additional information on institutional admission requirements.

Visit [sjvc.edu/online-programs/technical-requirements](http://sjvc.edu/online-programs/technical-requirements) for software and hardware requirements.

## Career Opportunities

Businesses rely on skilled human resource personnel to assist in employee relations. Human resource professionals perform important tasks such as:

- Interpreting human resource policies and procedures
- Hiring employees and processing the related paperwork
- Preparing and maintaining employment records
- Maintaining current knowledge of labor laws such as Equal Employment Opportunity (EEO) and the Americans with Disabilities Act (ADA)

Source: Occupational Information Network (O\*Net) [onetonline.org](http://onetonline.org)



### GET MORE INFO ON ENROLLMENT:

[sjvc.edu/program/human-resources-administration/](http://sjvc.edu/program/human-resources-administration/)

## Course Listing\*

### CORE COURSE REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
BUSN 100	Business Math Applications	3.0
BUSN 120	Business Communication	3.0
BUSN 140	Principles of Human Resources	3.0
BUSN 190	Customer Service	2.0
BUSN 201	Spreadsheet Management	3.0
HRA 22	Regulations & Laws Affecting Human Resources	5.0
HRA 27	Ethics in Human Resources	3.0
HRA 33	Payroll Management & Compensation	6.0
<b>TOTAL CORE COURSEWORK</b>		<b>31.0</b>

### GENERAL EDUCATION REQUIREMENTS

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HEA 10	Health and Wellness	3.0
HUMN 125	Intercultural Communication	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PHIL 200	Critical Thinking	3.0
PSY 1	General Psychology	3.0
PSY 200	Team Dynamics	3.0
SOC 1	Introduction to Sociology	3.0
<b>TOTAL GENERAL EDUCATION COURSEWORK</b>		<b>36.0</b>
<b>A.S. DEGREE TOTAL</b>		<b>67.0</b>

## Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 1080 Marina Village Parkway, Suite 500, Alameda, CA 94501, (510)748-9001 ([wscuc.org](http://wscuc.org)). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit [consumerinfo.sjvc.edu](http://consumerinfo.sjvc.edu).

## SJVC Locations

<b>ANTELOPE VALLEY (LANCASTER)</b> 661.974.8282	<b>PORTERVILLE</b> 559.853.4114
<b>BAKERSFIELD</b> 661.834.0126	<b>RANCHO CORDOVA</b> 916.638.7582
<b>DELANO</b> 661.778.1145	<b>RANCHO MIRAGE</b> 442.305.7701
<b>FRESNO</b> 559.448.8282	<b>SANTA MARIA</b> 805.608.3104
<b>FRESNO - TRADES EDUCATION CENTER</b> 559.453.0123	<b>TEMECULA</b> 951.296.6015
<b>MODESTO (SALIDA)</b> 209.543.8800	<b>VICTOR VALLEY (HESPERIA)</b> 760.948.1947
<b>ONTARIO</b> 909.948.7582	<b>VISALIA</b> 559.651.2500

Program availability varies by campus location. Please see the catalog for details.

\*Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

## READY TO ENROLL? GET STARTED HERE:

[sjvc.edu/program/human-resources-administration/](http://sjvc.edu/program/human-resources-administration/)

[sjvc.edu](http://sjvc.edu) 

