



Build your career on professional relationships

# Human Resources Administration



**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.



**Training Today for a Better Tomorrow**



## Hands-On Training

### Students Learn:

- Personnel hiring and evaluation practices
- Staff training and development
- Payroll and benefits management
- Labor laws



## 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

These computer skills are valuable to human resource specialists, but they are also important skills to have for a variety of positions in administration.





## Career Information

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)

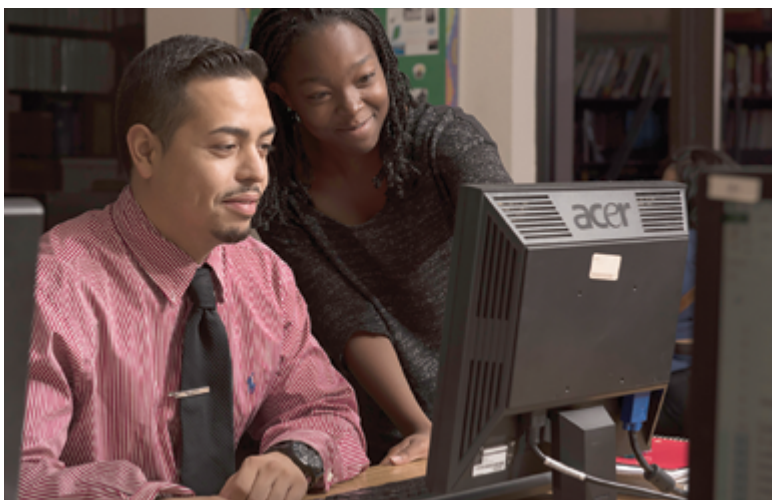
Source: Occupational Information Network (O\*Net)  
[www.onetonline.org](http://www.onetonline.org)



## Admissions Requirements

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

Visit <http://www.sjvc.edu/online-programs/technical-requirements> for software and hardware requirements.



## 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 200	Spreadsheet Management	2.0
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>Certificate Total</b>		<b>30.0</b>

### General Education Course 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 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>A.S. Degree Total</b>		<b>66.0</b>

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

## Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 and also the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

## 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 <https://www.sjvc.edu/admissions/consumer-information>.

## SJVC Locations

<b>ATASCADERO</b> 805.470.7130	<b>HESPERIA</b> 760.948.1947	<b>RANCHO CORDOVA</b> 916.638.7582
<b>BAKERSFIELD</b> 661.834.0126	<b>LANCASTER</b> 661.974.8282	<b>RANCHO MIRAGE</b> 442.305.7701
<b>DELANO</b> 661.778.1145	<b>MADERA</b> 559.302.2155	<b>SANTA MARIA</b> 805.608.3104
<b>FRESNO</b> 559.448.8282	<b>MODESTO</b> 209.542.8800	<b>TEMECULA</b> 951.296.6015
<b>FRESNO - TRADES EDUCATION CENTER</b> 559.453.0123	<b>ONTARIO</b> 909.948.7582	<b>VISALIA</b> 559.651.2500
<b>HANFORD</b> 559.584.8840	<b>PORTERVILLE</b> 559.853.4114	<i>Program availability varies by campus location. Please see the catalog for details.</i>

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

