

Human Resource Administration

Build your career on professional relationships



SJVC's Human Resource 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.

Students Learn

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

Hands-on training includes a variety of computer applications, including Microsoft® Office, word processing, spreadsheets, databases and presentation software. These computer skills are valuable to human resource specialists, but they are also important skills to have for a variety of positions.

Professional Certifications

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

Career Information

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

- Conducting new employee training and orientation
- Administering payroll & benefits
- Providing company protection through communication
- Keeping up-to-date with current labor laws

Admission Requirements

Admission to the HRA program requires:

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

San Joaquin Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), 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.



Course Listing		
Course ID	Course Name	Credit Units
CMP 101	Introduction to Microsoft® Office 1	5.0
CMP 102	Introduction to Microsoft® Office 2	5.0
HRA 21	Human Resource Fundamentals	5.0
HRA 22	Regulations and Laws Affecting Human Resources	5.0
HRA 23	Accounting and Payroll Management	5.0
HRA 24	Ethics in Human Resources	5.0
Certificate Program Total		30.0
ECON 1	Economics	3.0
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
MGT 104	Office Supervision and Organization	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
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0
SPC 1A	Introduction to Public Speaking	3.0
A.S. Degree Program Total		66.0

Classes for this program are offered every 5 weeks.

Technical Requirements

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

Consumer Information		
	Certificate	A.S. Degree
Program Length	30 weeks	60 weeks
Tuition and Fees	\$14,335	\$28,670
Estimated Textbook Cost	\$575	\$925
<i>Data for Graduates on all SJVC Campuses between 7/1/14 and 6/30/15</i>		
Graduate Median Loan Debt		
Title IV HEA Loans	\$9,500	\$20,000
Private Loans	\$0	\$0
Institutional Loans	\$0	\$0
On-Time Completion Rate	67%	92%
<i>Graduate Placement Rate</i>		
Because of the change in the California Bureau of Private Postsecondary Education's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2015 and prior graduates.		
Occupations for Graduate Placement ¹		
Administrative Services Managers (11-3011.00) Bookkeeping, Accounting, and Auditing Clerks (43-3031.00) Customer Service Representatives (43-4051.00) Executive Secretaries and Executive Administrative Assistants (43-6011.00) General and Operations Managers (11-1021.00) Human Resources Specialists (13-1071.00) Office Clerks, General (43-9061.00) Receptionists and Information Clerks (43-4171.00) Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products (41-4012.00) First-Line Supervisors of Retail Sales Workers (41-1011.00) First-Line Supervisors of Food Preparation and Serving Workers (35-1012.00)		

¹Visit <http://www.onetcodeconnector.org> and enter the reference number for complete details

Institutional Accreditation

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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 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) and Title 5, Division 7.5 – Private Postsecondary Education of the California Code of Regulations.

Visit <http://www.sjvc.edu/admissions/accreditation/state-approvals> to view additional state approvals.