

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 an 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

Applicants must have reliable plans for transportation, child care and time to devote to academic work outside of scheduled class hours.



Course Listing		
Course ID	Course Name	Credit Units
ACT 101	Principles of Accounting	5.0
BA 210	Business Writing	2.0
BUS 170	Strategic Management & Leadership	3.0
CMP 101	Introduction to Microsoft® Office 1	5.0
CMP 102	Introduction to Microsoft® Office 2	5.0
CSS 100	Career Services Seminar	P/F
ENG 121	Composition and Reading - Part A	3.0
ENG 122	Composition and Reading - Part B	3.0
HRA 25	Workforce Analysis, Planning, and Staffing	3.0
HRA 26	Workforce Training, Managing, and Safeguarding	3.0
HRA 31	Labor Laws: Employee Rights	3.0
HRA 32	Labor Laws: Equal Employment Opportunity	3.0
HRA 42	Payroll Management	3.0
HRA 56	Benefits and Compensation Management	3.0
HRA 400	HRA Capstone	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		68.0

SJVC classes are offered Monday through Thursday in the morning, afternoon and evening.

Class Schedule
Monday - Thursday
Morning Session: 7:15am-12:00pm
Afternoon Session: 12:30pm-5:15pm
Evening Session: 5:30pm-10:15pm

NOTE: Sessions vary by program and campus and are subject to seat availability.

Visalia Campus
8344 W. Mineral King, Visalia, CA 93291
866.483.1797

Consumer Information	
	A.S. Degree
Program Length	60 weeks
Tuition and Fees	\$30,250
<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	\$10,500
Private Loans	\$0
Institutional Loans	\$0
On-Time Completion Rate ¹	100%
<i>Data for On-Time Graduates between 1/1/14 and 12/31/14</i>	
SJVC Placement Rate ²	50%
Visalia Placement Rate ³	N/A
Occupations for Graduate Placement Rate ⁴	
Human Resources Assistant (43-4161.00)	
Office Manager (43-1011.00)	
Administrative Assistant (43-6011.00)	

¹Percentage of graduates who completed the program in the scheduled program length

²Graduate Placement Rate as calculated for the State of California. Placed graduates were working in a related field within six months of their graduation date. The calculation is placed graduates divided by eligible graduates. Graduates ineligible for employment were continuing education at an accredited institution, in active military service, incarcerated or deceased.

³The placement rate for this campus is unavailable because there were less than 10 on-time graduates in the reporting period.

⁴Visit <http://www.onetcodeconnector.org> and enter the reference number for complete details

Institutional Accreditation

San Joaquin Valley College is accredited by 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

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.