

Duration: 12 Months (3 Semesters)	Total Credits: 36 SCH	Delivery: Blended (Online/On-Campus)	Corporate Practicum: 160 Hours
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1. Executive Summary and Institutional Rationale

The University of Justice, recognized for its rigorous contributions to institutional organization, legal compliance, and public safety administration, extends its professional education mission through the 12-Month Human Resources Assistant Certificate Program. Modern corporate, legal, governmental, and organizational environments face an increasing demand for versatile HR professionals who possess strong administrative skills, talent acquisition capabilities, payroll fluency, and rigorous adherence to employment law.

Designed for rapid entry into the workforce, this curriculum equips students with foundational principles in talent recruitment, employee onboarding, benefits administration, compensation management, labor relations, HR information systems (HRIS), and employment compliance. Graduates are strategically prepared to sit for national professional certification examinations and enter diverse human resources environments ranging from private corporations and law firms to public agencies and healthcare institutions.

2. Program Learning Outcomes (PLOs)

- **Execute Talent Acquisition & Onboarding:** Manage job postings, applicant tracking systems (ATS), candidate screening, interview scheduling, background checks, and seamless employee onboarding protocols.
- **Administer Benefits & Payroll Operations:** Process payroll inputs, manage employee benefit enrollments (health, retirement, PTO), and reconcile insurance billing statements accurately.
- **Apply Employment Law & Compliance:** Navigate EEOC, FMLA, FLSA, ADA, OSHA, and labor relations regulations to maintain legally compliant organizational policies.
- **Utilize HR Information Systems (HRIS):** Maintain confidential personnel records, manage electronic HR databases, and generate workforce analytics reports.
- **Facilitate Employee Relations & Communication:** Demonstrate professional conflict resolution, performance appraisal support, grievance handling, and clear cross-functional workplace communication.

3. Admissions Requirements

- **Educational Background:** High School Diploma or GED equivalent with a minimum cumulative GPA of 2.0.
- **Prerequisites:** Successful completion of high school Business Mathematics or introductory computer literacy course (or passing score on institutional placement assessments).
- **Background Clearance:** Professional background verification and reference check upon provisional acceptance for corporate placement eligibility.
- **Technical Competency:** Demonstrated basic computer literacy and keyboarding speed of at least 35 WPM.

4. Comprehensive 12-Month Curriculum Structure

The program spans three continuous semesters (Fall, Spring, Summer), blending online theoretical coursework with hands-on HRIS laboratory simulations and a capstone corporate externship (Total: 36 Credit Hours).

SEMESTER 1: FOUNDATIONS OF HUMAN RESOURCES & BUSINESS LAW (12 CREDITS)

HRA 101: Introduction to Human Resource Management	3 Credits
Comprehensive study of the HR lifecycle, strategic organizational planning, workforce diversity, job analysis, and personnel management functions.	
HRA 103: Employment Law and Labor Relations	3 Credits
Exploration of federal and state employment legislation including EEOC, FLSA, FMLA, ADA, Title VII, NLRA, and workplace compliance standards.	
HRA 105: HR Information Systems (HRIS) and Data Management	3 Credits
Hands-on training in electronic personnel records, applicant tracking systems (ATS), employee databases, and HR analytics reporting.	
HRA 107: Business Communication and Professional Ethics	3 Credits
Effective corporate communication, professional correspondence, conflict resolution, active listening, and ethical decision-making in the workplace.	

SEMESTER 2: TALENT ACQUISITION, BENEFITS & COMPENSATION (15 CREDITS)

HRA 201: Talent Acquisition, Recruitment, and Selection	4 Credits
Sourcing strategies, writing job descriptions, resume screening, structured interviewing techniques, candidate evaluation, and onboarding workflows.	
HRA 203: Compensation and Benefits Administration	4 Credits
Principles of wage and salary structures, incentive programs, healthcare benefits, retirement plans (401k), PTO policies, and total rewards administration.	
HRA 205: Payroll Accounting and Operations	4 Credits
Fundamentals of payroll processing, tax withholdings, deductions, garnishments, wage-hour laws, and payroll software reconciliation.	
HRA 207: Training, Development, and Performance Management	3 Credits
Designing employee training programs, conducting needs assessments, performance appraisal methodologies, and career development pathways.	

SEMESTER 3: ORGANIZATIONAL SAFETY & CORPORATE EXTERNSHIP (9 CREDITS)

HRA 301: Workplace Safety, OSHA, and Risk Management	3 Credits
Study of OSHA regulations, workplace safety programs, emergency action plans, workers' compensation, and risk mitigation strategies.	
HRA 303: HR Certification Prep and Career Seminar	2 Credits
Targeted review for national certification exams (SHRM-CP / aPHR), resume development, mock interviews, and corporate professionalism.	
HRA 305: Human Resources Corporate Externship (160 Hours)	4 Credits
Supervised 160-hour professional placement in a corporate HR department, governmental agency, or institutional personnel office under licensed HR practitioners.	

5. Tuition and Comprehensive Cost Structure

Transparent pricing covering tuition, HRIS software licenses, business simulation platforms, and institutional fees.

Direct Institutional Costs (Billed Directly)

Expense Category	Cost (USD)	Description
Tuition (\$450 / credit × 36 credits)	\$16,200.00	Covers all 36 didactic, laboratory, and externship credits.
Institutional Program Fee	\$1,200.00	Includes student services, library access, technology fees, and LMS infrastructure.
HRIS & Business Software License Fee	\$750.00	Access to professional HRIS platforms, Applicant Tracking Systems (ATS), payroll software, and HR simulation suites.
Business Library & Case Study Fee	\$300.00	Access to corporate compliance databases, legal case studies, and testing platforms.
Total Direct Institutional Costs	\$18,450.00	Total billed directly by the University of Justice.

Estimated Indirect Expenses (Out-of-Pocket / Third-Party)

Note: These items are not billed by the university but are required for program participation.

Expense Item	Estimated Cost (USD)	Notes
Textbooks & Digital HR Bundles	\$450.00	Required bundles (HR Management, Employment Law, Compensation).
Professional Business Attire	\$250.00	Business formal/professional wear for corporate externship and interviews.
Background Check & Verification	\$100.00	Mandatory corporate placement screening.
National Certification Exam Fee (aPHR / SHRM-CP)	\$150.00 – \$300.00	Varies by certifying association (HRCI aPHR or SHRM-CP).
Student Professional Association Dues	\$75.00 – \$100.00	Student membership for SHRM (Society for Human Resource Management).
Total Estimated Indirect Costs	\$1,025.00 – \$1,200.00	Estimated out-of-pocket expenses.

GRAND TOTAL ESTIMATED PROGRAM INVESTMENT: \$19,475.00 – \$19,650.00

6. Financial Aid and Payment Options

Financial support mechanisms for the Human Resources Assistant Certificate Program include:

- **Institutional Monthly Payment Plans:** Interest-free monthly installment options spread across the 12-month program duration.
- **Workforce Innovation and Opportunity Act (WIOA):** State and federal workforce development grants for eligible business administration and HR candidates.
- **Veterans' Educational Benefits:** Approved for GI Bill® and VA educational funding streams.
- **Private Business Education Financing:** Specialized loan partnerships for short-term professional certificate students.

7. Professional Certification Pathway

Upon program completion, graduates are prepared to obtain nationally recognized credentials from leading professional human resources associations:

- **aPHR (HRCI):** Associate Professional in Human Resources through the Human Resources Certification Institute.
- **SHRM-CP (SHRM):** Society for Human Resource Management Certified Professional pathway.
- **PHR (HRCI):** Professional in Human Resources credential preparation.
- **National Career Readiness Certificate (NCRC):** Applied workplace skills certification.