# YOUR CAREER STARTS HERE!




**HYBRID LEARNING**
ONLINE & FACE-TO-FACE

## HUMAN RESOURCE MANAGEMENT

This program provides the skills necessary to enter the field of Human Resource Management. Graduates will be able to perform entry-level functions in the human resources department of business and industry.

Typical entry-level work includes interviewing applicants, administering pre-employment tests, conducting new hire orientation, processing transfers, promotions, and terminations.

Human resource workers may also analyze job duties, write job descriptions, calculate payroll, and maintain accident reports. They work with the computerized flow of information and reports about employees, their benefits and programs.

### PROGRAMME GOAL/OBJECTIVES:

To ensure effective utilization and maximum development of human resource. To ensure respect for human beings. To identify and satisfy the needs of individuals. To ensure reconciliation of individual goals with those of the organization. To achieve and maintain high moral among employees. To provide the organization with well-trained and well-motivated employees. To be ethically and socially responsive to the needs of society.

### EMPLOYMENT OPPORTUNITIES AND JOB OUTLOOK:

Incorporating people and development skills, Human Resource Management (HRM) is a popular degree. Find out how you can use your skills.

Jobs directly related to your degree include:
- +Human resources officer
- +Office manager
- +Occupational psychologist
- +Training and development officer

Jobs where your degree would be useful include:
- +Business adviser
- +Careers adviser
- +Data scientist
- +Life coach
- +Management consultant
- +Recruitment consultant
- +Risk manager
- +Sales executive


**CYBER TECH CAREER COLLEGE**
New Campus Location: No. 845 Soldier Road West of East Street
PH: 322-4223 | 325-8535
PH: 322-4223
Email: admissions@ctccbahamas.com



Cyber Tech Career College


Registered and Approved by NAECOB and Accepted by The Ministry of Public Service

# ASSOCIATES DEGREE - HUMAN RESOURCE MANAGMENT

## FEE STRUCTURE

**TRIMESTER 1**

| | | | |
|---|---|---|---|
| Application Fee | | $50.00 | |
| Orientation Fee | | $85.00 | |
| Registration Fee | | $50.00 | |
| Student ID | | $25.00 | |
| Student Services | | $40.00 | |
| Student Insurance | | $35.00 | |
| Technology Fee | | $100.00 | |
| Tuition Payment Agreement | | $130.00 | |
| **TOTAL ANCILLARY FEES** | | | **$515.00** |
| Credits | 10 | $160.00 | $1,600.00 |
| Scholarship/Bursary | | | **-$500.00** |
| **TOTAL TUITION FEES** | | | **$1,100.00** |
| **TOTAL AMOUNT DUE TRIMESTER 1** | | | **$1,615.00** |

**4 EASY PAYMENTS OF $403.75**

**TRIMESTER 2**

| | | | |
|---|---|---|---|
| Registration Fee | | $50.00 | |
| Student Services | | $40.00 | |
| Student Insurance | | $35.00 | |
| Tuition Payment Agreement | | $130.00 | |
| Technology Fee | | $100.00 | |
| **TOTAL ANCILLARY FEES** | | | $355.00 |
| Credits | 12 | $160.00 | $1,920.00 |
| Scholarship/Bursary | | | **-$500.00** |
| **TOTAL TUITION FEES** | | | **$1,420.00** |
| **TOTAL AMOUNT DUE TRIMESTER 2** | | | **$1,775.00** |

**4 EASY PAYMENTS OF $443.75**

**TRIMESTER 3**

| | | | |
|---|---|---|---|
| Registration Fee | | $50.00 | |
| Student Services | | $40.00 | |
| Student Insurance | | $35.00 | |
| Tuition Payment Agreement | | $130.00 | |
| Technology Fee | | $100.00 | |
| **TOTAL ANCILLARY FEES** | | | $355.00 |
| Credits | 12 | $160.00 | $1,920.00 |
| Scholarship/Bursary | | | **-$500.00** |
| **TOTAL TUITION FEES** | | | **$1,420.00** |
| **TOTAL AMOUNT DUE TRIMESTER 3** | | | **$1,775.00** |

**4 EASY PAYMENTS OF $443.75**

This Associates Degree Program is two years long. There are three Trimesters each year, excluding the Summer Semester. Each Trimester is thirteen weeks. Cost indicated above is just for your first year and does not include the cost of College Prep.

## RECOMMENDED SEQUENCE

**RECOMMENDED SEQUENCE**
(Full-Time Students)

**First Trimester**

- SCS 1100-4-01 Student College Success
- ENG 1101-4-01 English Composition I
- CIS 1101-4-01 Computer Fundamentals
- MAT 1115-4-01 College Algebra I

**Second Trimester**

- MAT 1116-4-01 College Algebra II
- PSY 1101-4-01 Introduction to Psychology
- BIO 1101-4-01 Introduction to Biology
- ENG 1110-4-01 English Composition II

**Third Trimester**

- SPA 1101-4-01 Conversational Spanish I
- BUS 1101-4-01 Introduction to Business
- MAT 2200-4-01 Business Statistics
- ACC 1145-4-01 Principles of Accounting I

**SUMMER BREAK**

**Fourth Trimester**

- MKT 2201-4-01 Principles of Marketing
- BUS 2215-4-01 Business Communication
- ECO 1102-4-01 Principles of Economics
- LAW 1125-4-01 Employment Law

**Fifth Trimester**

- MGR 2210-4-01 Employee Relations
- MGR 2250-4-01 Labor Relations Management
- HRM 2235-4-01 Human Resource Management
- CUS 2201-4-01 Customer Service

**Sixth Trimester**

- HRM 2230-4-01 Human Resource Information System
- MGR 1165-4-01 Organizational Behavior
- MGR 2255-4-01 Recruitment, Selection and Training
- ACC 1135-4-01 Financial Accounting

**SUMMER BREAK**


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