

# CYBER TECH CAREER COLLEGE



## HUMAN RESOURCE MANAGEMENT

### Program Description

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.

#### **PROGRAM 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