

## *Business Administration Technology*

# Human Resource Management

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*The Human Resource Management Technology is a blend of academic and technical courses that prepares students for professional and technical careers in human resource management functions such as employee selection and hiring, training and development, and compensation and benefit administration. The Human Resource Management Program is fully accredited by the Association of Collegiate Business Schools and Programs.*

### What You'll Learn...

- Practice and principles of human resource management
- Practice and principles of management and supervision
- Human resource functions such as staffing, training and development, workplace safety, and compensation management
- The accounting cycle for proprietorships, partnerships and corporations
- Micro and macro economic principles that influence business decisions
- Business statistical applications
- Business applications of the microcomputer
- Written and verbal technical communications

### What You'll Earn...

- Credentials for entry-level, technical, and professional jobs with opportunity for advancement
- Employment in federal, state, and local governments; small, medium, and large businesses; and colleges, hospitals, and non-profit organizations
- A strong foundation in business and computer courses to transfer to many bachelor degree granting institutions

### Why You'll Succeed...

- More than half of all new jobs created require education beyond high school
- Employees with degrees tend to have a better chance for promotion\*
- Associate degree holders generally earn more than high school graduates\*
- College credit or advanced placement may be given for relevant work experience
- Many credits from an associate degree can be applied toward a bachelor degree

*\*Statistics from U.S. Department of Commerce, Bureau of Census*

# Human Resource Management

You can enroll in the Human Resource Management Technology on either a full-time or part-time basis. The length of time required to complete an associate degree depends on the number of courses you take each semester. Some students may need refresher courses at the basic or pre-tech level; others may receive transfer credit or credit for work experience. Delaware Tech operates on a semester system with new terms beginning in late August and mid-January, plus summer terms beginning at the end of May and in mid-June. You can start taking courses any semester or summer term; however, all technical courses may not be offered every term. Degree options in Accounting, Banking, Business General, Management Information Systems, and Management & Marketing are also available.

## Required Technical Courses

**Accounting I & II** introduce the principles and practice of financial accounting for the sole proprietorship, partnership, and corporation including the accounting cycle, preparation and analysis of financial statements, capital structure, cash flow, debt problems, and selected topics.

**Supervisory Management** examines the management concerns of the first-level supervisor such as understanding people and their problems, and how to motivate them.

**Human Resource Management** concentrates on principles and practices that involve personnel functions such as recruitment, selection, training, motivation, and union-management relations.

Industrial Psychology provides an overview of human behavior in organizations including attitudes, motivation, communication, and relationships.

**Organizational Behavior** studies knowledge of all aspects of behavior in organizational settings through the systematic study of individual, group, and organizational processes that enhance organizational effectiveness.

**Legal Aspects in HRM** is the study of the legal environment

## Related Courses

Macroeconomics  
Microeconomics  
Composition

surrounding human resource management. Topics include employment at-will doctrine, employment contracts, worker protection laws, equal opportunity in employment, affirmative action, and labor relations law.

**Training and Development** is the study of planned, continuous effort by management to improve employee competency levels and organizational performance. This includes skills training as well as career development and the link between training and performance appraisals.

**Organizational Staffing** presents the principles involved in the human resource planning process. This includes recruitment, recruitment, interviewing, test administration, and selection. Promotions, transfers, and terminations are also discussed in this course.

**Management Information Systems** introduces students to computer systems at the management level of organizations. Topics include mainframe data bases, local and wide area networks, the Internet and World Wide Web, and their applications in today's global business organizations.

College Math & Statistics  
Technical Writing and Communication  
Critical Reading and Thinking

## Getting Started

1. Obtain an application by calling (302)857-1020. Complete and return to Terry Campus with a \$10 application fee.
2. Take the College Placement Test (CPT) *unless college-level math, reading, and English courses have been completed with a "C" grade or better*. The CPT will determine appropriate placement and is scheduled by the Admissions Office.
3. Request that high school and/or college transcripts be sent to the Admissions Office.
4. Meet with a Delaware Tech counselor to discuss CPT results.
5. Meet with advisor to plan schedule.
6. Apply and register early for the best selection of courses.

## Standards of Excellence

- ❖ Average employment rate for the past five years is over 90%
- ❖ Nationally accredited program