

# HUMAN RESOURCE MANAGEMENT, CERTIFICATE OF PROFICIENCY (HRMP)

Effective Fall 2022

According to the Bureau of Labor Statistics, human resource management is one of three key strategic planning components of corporate performance and competitive advantage today. Today's rapidly changing business environment is forcing organizations to face many challenges such as workforce diversity, downsizing, shortages of skilled workers and the evolving roles of work and families. The ability to manage people and processes is essential for successful careers in all levels and types of organizations. Organizations realize that to be successful in today's complex business environment, they must have productive, motivated, and engaged employees. This program provides students with theories, principles, and skills necessary to find, develop, and motivate today's diverse workforce.

This program is designed for individuals interested in careers in human resource management as well as general management. The focus of the program will be on developing a thorough understanding of general business information as well as the human resource processes of training, employee relations, employment law and compensation and benefits, performance management, recruitment and selection, and workforce planning.

## Program Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge in areas of human resource management including recruitment and selection, compensation performance management, and employee development.
- Explain the importance of ethics and diversity, equity and inclusion in management, strategic management, and leadership in organizations.
- Identify key issues in employment law and labor relations.
- Demonstrate a knowledge of organizational goal setting, change management, and policy creation.
- Explain organizational culture, effective employee selection, motivational theories and relationship management as the basis for an effective organization.
- Explain the importance of relationship management, communication and having a global mindset.
- Demonstrate the importance of business acumen, consultation, and analytical aptitude.
- Identify key elements in risk management, Corporate Social Responsibility (CSR), and global workforce management.

## Curriculum

The College will award a certificate of proficiency to students who complete 30 credits of an approved career program. These credits will not normally include physical education, developmental, basic and/or continuing education courses and will usually consist of 24 credits in the career specialty and six credits in general education. At least 50 percent of the credits must be earned at Delaware County Community College.

The student must have a cumulative GPA of 2.0 or higher. At least six credit hours must be in courses that are awarded grade points.

First Semester		Hours
BUS 213	Leadership	3
BUS 214	Organizational Behavior	3
BUS 215	Human Resource Management	3
<b>Hours</b>		<b>9</b>
Second Semester		
BUS 216	Training & Development	3
BUS 217	Compensation & Benefits	3
BUS 218	Labor Relations	3
<b>Hours</b>		<b>9</b>
Third Semester		
BUS 256	Strategic Management	3
BUS 257	Strategic Workforce Planning	3
<b>Hours</b>		<b>6</b>
Fourth Semester		
BUS 258	Recruitment and Selection	3
BUS 259	Performance Management	3
BUS 260	Employment Law	3
<b>Hours</b>		<b>9</b>
<b>Total Hours</b>		<b>33</b>

## Notes: Career