Diploma of Human Resources Management

BDHS16

Course Description

YEAR 1, SEMESTER 1

16SMGB110 - Business Computer Applications  (3 Credit Hours)

Course Description
In this unit, students learn about the role of technology in business. It is a practical unit conducted in the computer laboratory using the Microsoft Office Software. Students will be able to achieve operational competency in Word, Excel, Power-Point, Access and Outlook and demonstrate the application of the standard, as well as advanced features.

Pre-requisites: None

16SFSP111 - English for Business  (3 Credit Hours)

Course Description
This unit is designed to meet the needs of students in the School of Business to research, read and write extensively. It aims to equip them with the research, reading and writing skills and strategies that are necessary to determine relevant information in the genres common in their field; read them to identify and synthesise relevant ideas; and incorporate these ideas into an extended piece of writing that clearly shows the critical stance of the student/writer, while adhering to the formal requirements of text structure, format and referencing. This unit uses an integrated process writing and genre approach. The writing cycle begins with models of the genre, a description of the key linguistic features and joint negotiation of a text with the instructor. The student then independently writes the particular genre following the steps of pre-writing, writing, revising and editing the final product.

Pre-requisites: None

16SMRB114 - Marketing Principles  (3 Credit Hours)

Course Description:
Students will learn about the role of marketing in domestic and international business and how marketing has influenced consumption of goods and services. This unit will provide an understanding of the historical development of the discipline of marketing as distinct from management. Students will be exposed to a range of marketing activities within large and SME firms and will be able to identify the principles and frameworks used to make better marketing decisions. Students will be able to apply the marketing concepts to profit and non-profit organizations and distinguish between the marketing of goods and services.

Pre-requisites: None
16SMGB112 - Management Principles  (3 Credit Hours)

**Course Description:**
This unit provides an introduction to managing in organizations. The unit includes the analysis of the evolution of management as well as the analysis of current managerial practices, styles and approaches. Students will be exposed to approaches to the management of organizational operations, as well as the nature of managerial work such as planning, organizing, leading and controlling. The unit critically examines the management of the organization’s internal and external environments and the structural control of organizations. Theories of management will be introduced.

**Pre-requisites:** None

16SMGB113 - Business Communications  (3 Credit Hours)

**Course Description:**
Communication skills are essential to the realization of any employable person in today's competitive organizational environment. Those able to communicate an idea through interpersonal communication, technology, and writing will be better ready to manage themselves properly in an organizational setting. Students will be engaged in the business writing process, enabling them to plan, design, and ultimately author some documents applicable to today's organizational environment. Students will compose cover letters, resumes, routine and non-routine letters, and job acceptance letters in preparation for the job search process. Students will also learn how to function cohesively and communicate as a team through delivering a persuasive group presentation. Finally, unit members will learn how companies use technology such as social media and other tools to communicate better internally as well as with customers. By the completion of this unit, students will gain an understanding of business etiquette in domestic and international environments.

**Pre-requisites:** None

**YEAR 1, SEMESTER 2**

16SMRB120 – Economics I  (3 Credit Hours)

**Course Description:**
This unit is an introduction to economic concepts and basic economic theory. The unit is split between the study of microeconomics, which focuses on the decision making of individual consumers and firms and macroeconomics which focuses on aggregate level economic questions such as inflation, unemployment, and interest rate changes.

**Pre-requisites:** 16SMGB112 - Management Principles  
16SMRB114 - Marketing Principles
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<th>Course Code</th>
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<tbody>
<tr>
<td>16SHRB124</td>
<td>Introduction to HR Management</td>
<td>(3 Credit Hours)</td>
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<td><strong>Course Description</strong></td>
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<td></td>
<td>This unit describes the knowledge and skills required to work across a range of human resources functional areas. It applies to students who require a broad understanding of human resources functions, associated policy frameworks and the administrative requirements to support these functions and policies.</td>
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**Pre-requisite: 16SMGB112 – Management Principles**

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<tr>
<td>16SMRB121</td>
<td>Accounting Principles</td>
<td>(3 Credit Hours)</td>
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<td><strong>Course Description</strong></td>
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<td>This unit is designed to help students develop an understanding of basic accounting principles in a business world. The unit will cover topics that provide the skills and knowledge required to record general journal, adjustment entries and to prepare the end of period financial reports as well simple ratio analysis. The unit is designed to not only provide a foundation for accounting and finance, but also to prepare students for further education, training and employment.</td>
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**Pre-requisite: 16SMGB110 - Business Computer Applications**

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<td>16SMGB122</td>
<td>Introduction to Business Law</td>
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<td><strong>Course Description</strong></td>
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<td>A sound working knowledge of the legal environment in which managerial and marketing decisions are made essential to protect a business from litigation, and individuals in these roles must competently discuss compliance with legal issues that the organization faces. This unit describes the skills and knowledge required to comply with local legislation. The unit will provide an in-depth understanding of the legislative operating environment which informs the development of marketing strategies, recruitment strategies, and induction strategies. It applies to individuals in management, marketing, and human resource roles who are responsible for developing organizational policies, marketing strategies, and human resource management.</td>
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**Pre-requisite: 16SFSP111 - English for Business**

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<tr>
<td>16SMAT128</td>
<td>Business Mathematics</td>
<td>(3 Credit Hours)</td>
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<td><strong>Course Description</strong></td>
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<td>This unit provides an introduction to quantitative methods for students who do not have a strong mathematical background. The primary objectives of the unit are to build students' confidence in engaging with mathematical ideas and develop an understanding of mathematical processes and techniques. The unit also provides a first acquaintance with the business study's applications of mathematical techniques.</td>
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**Pre-requisite: 16SFSP111 - English for Business**
## YEAR 2, SEMESTER 3

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<td>16SHRB214</td>
<td>Workforce Planning</td>
<td>(3 Credit Hours)</td>
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**Course Description**
This unit describes the knowledge and skills required to manage planning in relation to an organization's workforce including researching requirements, developing objectives and strategies, implementing initiatives, monitoring and evaluating trends. It applies to students who are human resources managers or staff members with a role in a policy or planning unit that focuses on workforce planning.

*Pre-requisite: 16SHRB124 – Introduction to HR Management*

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<td>16SMRB210</td>
<td>Business Research</td>
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**Course Description**
This unit requires students to demonstrate research skills, analytical skills, and writing skills, as well as critical thinking, creative thinking, synthesis and contextualization. The unit critically examines how to determine the research question, what constitutes a literature review, research methods, and discussing research outcomes, report writing style, correct referencing and report compilation. The student is required to select a research topic relevant to the area of major and compile an original research report. Above all, the research report should demonstrate knowledge of the research process, use of various data sources and report preparation.

*Pre-requisite: 16SMAT128 - Business Mathematics*

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<td>16SHRB211</td>
<td>Manage Recruitment Processes</td>
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**Course Description**
This unit describes the knowledge and skills required to manage all aspects of recruitment selection and induction processes in accordance with organizational policies and procedures. It applies to students or human resources personnel who take responsibility for managing aspects of selection and orientation of new staff in their new positions.

*Pre-requisites: 16SHRB124 – Introduction to HR Management*

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<td>16SHRB213</td>
<td>Manage Separation or Termination</td>
<td>(3 Credit Hours)</td>
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**Course Description**
This unit describes the knowledge and skills required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews. It applies to students overseeing aspects of managing the voluntary and involuntary termination of employment.

*Pre-requisites: 16SMGB122 – Introduction to Business Law 16SHRB124 – Introduction to HR Management*
16SMGB212 – Business Internship I (3 Credit Hours)

Course Description
This unit defines the performance outcomes, skills and knowledge required to manage and improve own performance and professional development. Emphasis will be placed on setting and meeting priorities, analyzing information and using a range of strategies to develop competence. The unit also includes an understanding of job markets and trends, as well as an overview of the various sectors of the economy. Students will develop skills required to succeed as professionals, including critical thinking, analysis, personal development for job readiness and employability.

Pre-requisites: 16SMRB120 – Economics I
16SMGB122 – Introduction to Business Law
16SHRB124 – Introduction to HR Management

YEAR 2, SEMESTER 4

16SHRB222 – Performance Management (3 Credit Hours)

Course Description
This unit describes the knowledge and skills required to develop and facilitate implementation of performance management processes. The unit also highlights the importance of coordinating individual or group learning and development to encourage effective employee performance.

Pre-requisite: 16SHRB211 – Manage Recruitment Processes

16SHRB221 – Change Management (3 Credit Hours)

Course Description
This unit defines the performance outcomes, knowledge and skills required to address the importance of managing change in various settings. It is an introductory unit for students to gain an understanding of the concept of change, the necessity for change, and an awareness of the impacts of change on organizations and individuals. The unit also highlights the ways in which change can be successfully brought about in an organization and how to become a successful change agent.

Pre-requisite: 16SHRB214 – Workforce Planning
16SHRB223 – Manage Compensation & Benefits (3 Credit Hours)

Course Description
This unit describes the knowledge and skills required to implement an organization’s remuneration and benefit plans. It incorporates all functions associated with remuneration, including packaging, salary benchmarking, market rate reviews, bonuses and the legislative aspects of remuneration and employee benefits.

Pre-requisites: 16SHRB214 – Workforce Planning
16SHRB211 – Manage Recruitment Processes

16SHRB224 – Manage Employee Relations (3 Credit Hours)

Course Description
This unit describes the knowledge and skills required to manage employee and industrial relations in an organization. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations. Upon the completion of this unit, students will have a sound theoretical knowledge base in human resources management and industrial relations as well as current knowledge of industrial relations trends and legislation.

Pre-requisite: 16SHRB214 – Workforce Planning

16SHRB220 - Business Internship II (3 Credit Hours)

Course Description
This unit covers the professional experience, through training in the execution of real-life business projects. The practical training aims to develop business skills for students to foster an awareness of job requirements and enabling them to identify and narrow down choices. It will also provide students with job placement opportunities after graduation if able to demonstrate competency during the internship. Students are expected to complete 80 hours of work at the internship site.

Pre-requisite: 16SMGB212 – Business Internship I

Note: Following the completion of 60 CHs in two years with a minimum GPA of 2 (conditions apply); you will be granted a Diploma of Business in “Human Resource Management”.