

Management Department

Diploma of Human Resources Management – BDHS16

Curriculum Document

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Curriculum approved by:

ACK College Curriculum Committee

Foreword

In this document, a curriculum for a new Diploma entitled: “Diploma of Human Resources Management” is proposed and explained. This diploma is designed to be offered by the Management Department of the School of Business at the Australian College of Kuwait – ACK.

The diploma program proposed here is a 60 Credit Hour (CH) program. These Credit Hours are distributed across 4 academic semesters and students will undertake 15 Credit Hours per semester. All units offered in this program are mandatory.

PROGRAM STUDENTS LEARNIG OUTCOMES

GENERAL BUSINESS LEARNING OUTCOMES

For the Business Diploma graduates will have the ability to:

- a. **Demonstrate** knowledge of the management principles.
- b. Have a fundamental **understanding** of marketing mix.
- c. **Identify, extract** and **analyze** relevant data from given mathematical situations.
- d. **Demonstrate** a working knowledge of computer basics.
- e. **Produce** coherent texts within written forms, revising and improving such texts.
- f. **Research** a topic, **develop** an argument and **organize** supporting details.
- g. **Develop** proficiency in oral speech and evaluate an oral presentation according to established criteria.
- h. **Identify** the principal areas of economics.
- i. **Develop** an understanding of basic accounting principles.
- j. **Identify** and **evaluate** local legislation's influence on an organization's strategies.
- k. **Identify** the knowledge and skills required to manage and improve own performance and professional development.
- l. **Develop** and **apply** academic knowledge in a professional setting.

TECHNICAL LEARNING OUTCOMES FOR HR MANAGEMENT

1. **Contribute** in the recruitment, selection, and retention of employees.
2. **Participate** in performance management processes.
3. **Contribute** to an organization's success through effective employee relations.
4. **Assist** with the administration and communication of the organization's total compensation plan.
5. **Develop** policies and procedures for separation/termination of employment.
6. **Plan** and **act** on personal professional development plans to **achieve** ongoing competence in human resources professional practice.
7. **Participate** in the planning, delivery, and evaluation of employee orientation, training, and development programs.
8. **Identify** the human resources component of a business plan.
9. **Assist** in the collection and analysis of human resources data.

The Diploma of Human Resources Management includes (20) units, each equivalent to (3) Credit Hours (CH), distributed among four academic semesters as follows:

Semester 1

Unit Code	Unit Name	Pre-Requisites	Credits	Delivery	
				Lecture	lab
16SMGB110	Business Computer Applications	N/A	3	0	3
16SFSP111	English for Business	N/A	3	0	3
16SMRB114	Marketing Principles	N/A	3	3	0
16SMGB112	Management Principles	N/A	3	3	0
16SMGB113	Business Communications	N/A	3	3	0

Semester 2

Unit Code	Unit Name	Pre-Requisites	Credits	Delivery	
				Lecture	lab
16SMRB120	Economics I	16SMRB114 16SMGB112	3	3	0
16SHRB124	Introduction to HR Management	16SMGB112	3	3	0
16SMRB121	Accounting Principles	16SMGB110	3	3	0
16SMGB122	Introduction to Business Law	16SFSP111	3	3	0
16SMAT128	Business Mathematics	16SFSP111	3	3	0

Semester 3

Unit Code	Unit Name	Pre-Requisites	Credits	Delivery	
				Lecture	lab
16SHRB214	Workforce Planning	16SHRB124	3	3	0
16SMRB210	Business Research	16SMAT128	3	0	3
16SHRB211	Manage Recruitment Processes	16SHRB124	3	3	0
16SHRB213	Manage Separation or Termination	16SHRB124 16SMGB122	3	3	0
16SMGB212	Business Internship I	16SMRB120 16SMGB122 16SHRB124	3	0	3

Semester 4

Unit Code	Unit Name	Pre-Requisites	Credits	Delivery	
				Lecture	lab
16SHRB222	Performance Management	16SHRB211	3	3	0
16SHRB221	Change Management	16SHRB214	3	3	0
16SHRB223	Manage Compensation & Benefits	16SHRB214 16SHRB211	3	3	0
16SHRB224	Manage Employee Relations	16SHRB214	3	3	0
16SHRB220	Business Internship II	16SMGB212	3	3	0

Units Description

SEMESTER 1

1. 16SMGB110 - Business Computer Applications [3CH, 0 Lec, 3 Lab]

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

2. 16SFSP111 - English for Business [3CH, 0 Lec, 3 Lab]

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

3. 16SMRB114 - Marketing Principles [3CH, 3 Lec, 0 Lab]

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

4. 16SMGB112 - Management Principles [3CH, 3 Lec, 0 Lab]

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

5. 16SMGB113 - Business Communications [3CH, 3 Lec, 0 Lab]

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

SEMESTER 2

6. 16SMRB120 – Economics I [3CH, 3 Lec, 0 Lab]

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*

7. 16SHRB124 - Introduction to HR Management [3CH, 3 Lec, 0 Lab]

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.

Pre-requisite: 16SMGB112 – Management Principles

8. 16SMRB121 – Accounting Principles [3CH, 3 Lec, 0 Lab]

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 knowledge and skills required to record general journal, adjustment entries and to prepare the end of period financial reports as well simple ratio analysis in addition to prepare budgets. 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.

Pre-requisite: 16SMGB110 - Business Computer Applications

9. 16SMGB122 - Introduction to Business Law [3CH, 3 Lec, 0 Lab]

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 knowledge and skills 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 resources roles who are responsible for developing organizational policies, marketing strategies, and human resources management.

Pre-requisite: 16SFSP111 - English for Business

10. 16SMAT128 – Business Mathematics [3CH, 3 Lec, 0 Lab]

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.

Pre-requisite: 16SFSP111 - English for Business

SEMESTER 3

11. 16SMRB210 - Business Research [3CH, 0 Lec, 3 Lab]

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

12. 16SHRB214 - Workforce Planning [3CH, 3 Lec, 0 Lab]

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

13. 16SMGB212 – Business Internship I [3CH, 0 Lec, 3 Lab]

This unit defines the performance outcomes, knowledge and skills 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

14. 16SHRB211 – Manage Recruitment Processes

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

15. 16SHRB213 – Manage Separation or Termination [3CH, 3 Lec, 0 Lab]

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*

SEMESTER 4

16. 16SHRB222 – Performance Management [3CH, 3 Lec, 0 Lab]

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

17. 16SHRB224 – Manage Employee Relations [3CH, 3 Lec, 0 Lab]

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

18. 16SHRB223 – Manage Compensation & Benefits [3CH, 3 Lec, 0 Lab]

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*

19. 16SHRB221 – Change Management [3CH, 3 Lec, 0 Lab]

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

20. 16SHRB220 - Business Internship II [3CH, 3 Lec, 0 Lab]

This Unit covers the professional experience, through training in the execution of real life business projects. 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

Assessment Framework

The assessment framework for the Diploma of Human Resources Management is based on the following principles:

1. An Academic semester at ACK is 16 weeks.
2. The number of teaching weeks in an academic semester at ACK is 13 weeks.
3. There are two weeks devoted to midterm assessments “at week 5 and 10” and one week devoted for final assessments.
4. The final semester exams will be spread over two weeks according to the departmental plans and schedule logistics.
5. Unit delivery approach (e.g. PBL, lectures, etc.)

Based on the above principles, the assessment framework and weight will be different from course to course and depends on the team members who will teach the course.

**School of Business
 Diploma of HR Management
 Flowchart of Prerequisites**

BDHS16

