

Diploma in Business Studies (Human Resource Management) (E-Learning)

Module Outlines

Academic Reading and Writing 2

There has been a need to continually improve the English quality of our students and provide them constant support at their Diploma levels. The module is designed for students to work intensively on their reading and writing skills.

This is a more intensive module that develops better reading and writing skills, as they are the keys to understanding their subjects and effectively engage in class activities. These classes will address a variety of key demands of writing and reading assignments on their courses, focusing on both academic and language skills and the ability to write.

Accounting

This module provides a comprehensive overview of the fundamental principles of financial accounting and management accounting. It takes students through the entire process of accounting that includes recording, classifying and summarising accounting information into reports for decision making. It introduces students to the double-entry system, the need for adjusting entries, the use of special accounts, and the preparation of financial statements. The module includes budget preparation and management accounting techniques for business decision making. Students are also introduced to contemporary issues such as ethical practices.

Business Marketing

It is a well-known fact that the commercial success of an organisation depends on its marketing ability. To be a marketer, one has to know what marketing is, how it works, what is marketed and who does the marketing.

This module aims to provide a comprehensive overview of the famous 4Ps (Product, People, Promotion, and Place) and marketing tools that are commonly used by decision makers to retain and increase customer satisfaction and shareholders value. Students will have the opportunity to apply and reiterate the concepts learnt by means of a group project. Throughout the course, students will be encouraged to relate the subject contents to the marketing initiatives that are put in place by real companies, thus creating the opportunity to appreciate how concepts are put into real practice.

Compensation

In this dynamic environment, economic and social pressures are forcing managers to rethink how people get paid and what difference it makes. This module aims to help students understand the theory and practice of effective compensation and benefits. It addresses key issues in administering a compensation programme and examines current and emerging issues in achieving a total rewards system. It also guides students to question the traditional approaches to compensation.

Global Economy

This module introduces students to relevant economic concepts and principles. Macroeconomic models will be developed to recognise the interdependence of important components of a macro economy.

At the end of the module, students will be able to analyse and report the causes and consequences of economic growth, inflation, and unemployment, and formulate appropriate macroeconomic policies as a means to stabilise the economy.

Human Resource Management

This module introduces students to key concepts and theories in Human Resource Management (HRM). Students will develop a good understanding of how HRM links with business strategy. Topics include: Job Analysis, Recruitment, Training and Development, Career Management, Performance Evaluation, Compensation and Collective Bargaining.

Leadership and Management

Organisations around the world are affected by technology advancements, economic integration, ethical turmoil, and economic crises. Managing organisations has become more challenging (and exciting) than before. This module is designed to develop students' understanding of key management and leadership theories/concepts. It begins by explaining the term 'management' and the value of studying management before turning to key functions of a manager.

The four key management functions – planning, organising, leading, and controlling – are discussed in detail to provide students an overview of the activities performed by a typical manager. Managers and leaders exist in all organisations regardless of their size, kind, and location. By studying leadership and management, students would gain insights into the way managers and leaders behave, how organisations function, and what concepts one could adopt and adapt to be an effective member of the business community.

Statistics for Business

Statistics for Business is an introductory module in qualitative and quantitative methods which underpin effective business decision making. The module develops students' ability to incorporate statistical thinking and to take account of variation in the real-world during processes of establishing project initiatives, defining objectives, data collection, data presentation, data analyses, reporting and decision making.

Talent Development

This module aims to provide a guide to the principles, behaviours and actions that organisations can emulate to attract, develop and retain employee talent. With the massive shift in social, cultural and economic environment, today's best people have radically new expectations and approaches to work. Contemporary HR practice will need to cover the latest developments in people resourcing and talent planning.