

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

The level 4 Diploma in Human Resource Management and the level 5 Extended Diploma in Management are a 240 credit (120 ECTS) course designed to provide learners with the skills they will need to succeed in management, with a specific focus on Human Resources within medium to large businesses. These are valuable skills to have, and can be used to open up opportunities at a huge variety of employers – from healthcare to hospitality, banking to broadcasting, this course can be your way of preparing for a career at any number of organisations.

The Human Resource Management course at level 4 and 5 is equivalent to the first two years of an undergraduate course, allowing learners to progress onto a Bachelor degree programme at Ballsbridge University by studying extra 120 ECTS credits. This course is made up of 10 Level 4 modules and 10 level 5 modules, each of which will be assessed by multiple choice exam. To help you study for these assessments, our team of expert academics have designed a series of exclusive, comprehensive lessons for online study. This material will cover everything you need to know and can be accessed anytime and anywhere. Each module of the course consists of approximately 40 guided learning hours of material with an additional 30-50 hours of optional learning material. These materials are comprised of interactive exercises, further readings and internet resources.

- Successful completion of the Undergraduate Level 4 (Human Resource Management course) and Level 5 (Extended Diploma in Management) students will have attained the right credentials to go on and apply for a job in management, HR, strategic business management or business consultancy.
- Option to Top Up for a Bachelor degree in Human Resource Management (extra 120 ECTS) at **Ballsbridge University** (Ballsbridge Cyprus).
- Option to study some Leadership & Teamworking modules (ask your academic advisor for this).

LIST OF MODULES:

LEVEL 4

Culture and the organisation

Develop an understanding of what is meant by “organisational culture” and its various influences on the operation of the organisation itself.

Developing interpersonal skills

Come to understand the interpersonal skills that are required by managers and leaders in different managerial responsibilities. Learn how to develop these skills for improved performance.

Managing and rewarding performance

Learn what effective performance management means, and how it can be used to improve workplace performance, both in terms of discipline and reward.

Managing ethically

Develop an understanding of what ethical issues can arise as a part of effective management, how ethical decisions can be made, and what the legal and regulatory context of what workplace ethics looks like.

Managing people in organisations

Learn about the reasons for, and best methods of, training people in an organisation.

Motivating and influencing people

Learn the best methods for motivating people, both individually and as part of a team.

Organisation structures

Develop an understanding of the factors that shape the design of structure within organisations, and how the organisational structure can influence management strategy.

Recruitment and CPD

Develop an understanding of the internal approaches used to determine recruitment needs, and of the different approaches taken by organisations to attract and select potential candidates. Learn about the requirements of contracts of employment, and the importance of personal development.

Strategic human resource development

Learn about the importance of strategic HRM in an organisation. Develop knowledge concerning the analysis of various factors impacting the labour market, the ways in which employment can be terminated, and the different forms of discrimination.

Working in teams

Develop an understanding of the core principles that underpin an effective team, both in terms of team membership and team leadership.

LEVEL 5

The entrepreneurial manager

What is an Entrepreneur? Examine the skills and qualities of entrepreneurship.

Organisation structures

Why are organisations structured in the way they are? What determines the optimum structure and how does it differ between organisations? In this module, learners will look at the numerous models and theories that make up organisational structure.

Practical accounting analysis

Learners will complete exercises in accounts throughout this module to understand what they are telling us and the actions that analysis can precipitate.

Business planning and goal setting

What is the business trying to achieve? What will it do? How will it do it? This module focuses on the creation of clear goals and clear plans to achieve a clear objective.

Politics and business

Impact of politics on business and how it may help or hinder business. This module will educate learners on economic impact, exports and government support.

Business law

Explore the statutory responsibilities of managers as learners look into the legalities of business and business executives.

Managing in today's world

Business in the modern world. This module focuses on governance and equality as a means to do right in business.

Performance management

Understanding how your people and your business can continually improve together, learners will review reward structures, CPD, training and development to ensure high performance in business.

Marketing and sales planning

Learners will analyse how markets, customers, competitors and products can come together in a cohesive plan.

Quantitative skills

On successful completion of this module, learners will have knowledge of numeric exercises and will understand their use within the context of the business.

Tuition Fees:

Application fee - 50 EUROS (per student)

Level 4 Sales & Marketing Fee - 1500 EUROS

Level 5 Extended Diploma in Management - 1500 EUROS

Combined Level 4 + 5 - 2000 EUROS