

APPROVED

**Diploma in Business (Human Resources)****Faculty of Business and Logistics**

Programme Title (Arabic)	(فیرشیل در اولما) لامخال قرادإ یف مولبدل					
Acronym / Abbreviation *	Dip Bus HR					
Nature	Specialisation					
Programme Code	BBS6012	Programme Duration	2 Year/Cycle	Programme Level	Level 6	
Programme Credits	240	Award Category	Diploma			
Effective From	2022/2023 Sem 1					
Owner	School of Business					
Professional Body						
Professional Body	Recognition Status	Effective From	Interim Date	Professional Bodies	Contact Person	Evidence
Employability Skills	Yes	04/01/2021				
Target Groups *						
High School Graduates						
Unemployed						
Other						
Qualification Completion Requirements Criteria	<div>Awarded where candidates have met all of the requirements below (240 credits):</div> <ul style="list-style-type: none"><li>Successful completion of all courses listed in schedule A, including 45 credits of English courses</li><li>Completion of the National Requirements courses</li></ul>					
Programme Overview *	<p>The Diploma in Business (Human Resources) is designed to equip students with detailed knowledge of various business-related aspects with more focus on Human Resources knowledge and skills, and to prepare students to become future competent HR Professionals. The diploma programme is delivered in student-centered learning environment, in which students will be given group projects, problem solving activities, case studies and independent work integrated learning which will include Resourcing and Talent Management, planning, decision making, and concepts of International HRM. This program will focus on traditional business and specifically Human Resources coursework, such as gaining knowledge and skills related to various business aspects such as Finance, Economics, Management, Marketing and English, but also provides an in-depth knowledge and understanding of Human Resources concepts and knowledge for decision making and effective recruitment.</p>					

<b>Entry and Selection *</b>	<p>General entry requirements such as secondary school achievement, English and Mathematics are described in the Student Admission Policy A/AB/006. Specific entry requirements for this qualification, beyond those described in the Student Admission Policy are as follows:</p> <ul style="list-style-type: none"> <li>• Academic</li> <li>• Applicants must demonstrate competence in English and in Mathematics. These requirements may be met by:</li> <li>• The successful completion of:                     <p style="margin-left: 40px;">AP4203 English 2</p> <p style="margin-left: 40px;">AP4101 Mathematics 2 or similar</p>                     or passing English and Mathematics Selection Tests at the required level.                 </li> <li>• Applicants who do not meet all of the entry criteria above may be considered for special or provisional entry</li> </ul>
<b>Selection and Criteria and Process *</b>	<p>Where there are more applicants who meet the programme entry criteria than can be accepted, the following shall be used:</p> <p>Selection Criteria</p> <p>Preference will be given to students who have successfully completed the Certificate of Academic Preparation programmes at Bahrain Polytechnic and have clearly demonstrated an aptitude for Business and a commitment to their study.</p> <p>Results from programme entry tests will be used to select students with the highest likelihood of successfully completing the diploma programme.</p> <p>Selection Process</p> <p>Applicants may be required to attend an interview.</p> <p>Consideration of work experience and prior educational achievement may be used.</p>
<b>Major Selection Criteria *</b>	<p>N/A</p>
<b>Accreditation / External Approval Requirements *</b>	<p>None specific to this qualification</p>
<b>Attendance Requirements *</b>	<p>Attendance requirements are described in the policy Student Attendance A/AB/006.</p>
<b>Qualification Overview *</b>	<p>The qualification encompasses two years of full-time academic study in the broad Business disciplines at NQF levels 6 and 7. The intention is to build up core knowledge in a range of areas, with more emphasis on accounting, including marketing, finance, quantitative techniques, research methods, economics, management, information systems and law; to develop general academic capacity and to introduce sociological and ethical issues in business.</p>

	The qualification also includes English language courses and National Requirement courses.
Qualification Aim *	The overall aim of the Diploma in Business (Human Resources) is to provide students with detailed knowledge and advanced skills in the area of Human Resources.
Graduate Pathways and Destination *	<p>Pathways Diagram</p> <p>The diagram illustrates the pathways available to graduates of the Diploma in Business (Human Resources). At the center is a box labeled 'DIPLOMA IN BUSINESS (Human Resources)'. From this central box, three pathways emerge: 1. An upward pathway leading to a box for 'Bachelor of Business (Years 3 and 4)', which then branches into 'Postgraduate Study' and 'Employment'. 2. A downward pathway leading to a box for 'Certificate of Academic Preparation', which then branches into 'Secondary school graduates' and 'Workforce'.</p>

	<p><b>Employment Opportunities:</b> This programme prepares students for the following careers and/or employment opportunities (but not limited to):</p> <ul style="list-style-type: none"> <li>• Sales assistant</li> <li>• Merchandising and marketing assistant</li> <li>• Business research assistant</li> <li>• Customer relationship representatives</li> <li>• Business owner</li> <li>• HR Personnel</li> </ul>												
Other Information *	<p><b>Employability Skills Generic Definition:</b></p> <table> <tr> <td data-bbox="450 683 786 815"><b>Communication</b></td><td data-bbox="786 683 2098 815">Communicate in ways that contribute to productive and harmonious relationships across employees and customers.</td></tr> <tr> <td data-bbox="450 815 786 916"><b>Team work</b></td><td data-bbox="786 815 2098 916">Work effectively independently and in collaboration with others.</td></tr> <tr> <td data-bbox="450 916 786 1054"><b>Problem solving</b></td><td data-bbox="786 916 2098 1054">Think critically and respond appropriately to changing needs within a growing and diversifying economy.</td></tr> <tr> <td data-bbox="450 1054 786 1193"><b>Initiative and enterprise</b></td><td data-bbox="786 1054 2098 1193">Apply resourcefulness, innovation and strategic thinking to a range of workplace situations.</td></tr> <tr> <td data-bbox="450 1193 786 1332"><b>Planning and organisation</b></td><td data-bbox="786 1193 2098 1332">Plan and manage their working lives.</td></tr> <tr> <td data-bbox="450 1332 786 1471"><b>Self-management</b></td><td data-bbox="786 1332 2098 1471">Demonstrate self-discipline and adaptability and be able to plan and achieve personal and professional goals.</td></tr> </table>	<b>Communication</b>	Communicate in ways that contribute to productive and harmonious relationships across employees and customers.	<b>Team work</b>	Work effectively independently and in collaboration with others.	<b>Problem solving</b>	Think critically and respond appropriately to changing needs within a growing and diversifying economy.	<b>Initiative and enterprise</b>	Apply resourcefulness, innovation and strategic thinking to a range of workplace situations.	<b>Planning and organisation</b>	Plan and manage their working lives.	<b>Self-management</b>	Demonstrate self-discipline and adaptability and be able to plan and achieve personal and professional goals.
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	<b>Learning</b>	Understand the need for and engage with continuous learning throughout the lifespan.
	<b>Technology</b>	Utilize information technology effectively and ethically in their personal and professional lives.

## Programme Learning Outcomes

On successful completion of this programme the learner will be able to :

Description
Demonstrate a detailed knowledge of core business concepts and a broad understanding of the changing business environment and the Human Resources field.
Evaluate business and Human Resources perspectives and adapt strategies to deal with varied (defined and some undefined) business contexts
Practice as a professional Human Resources personnel using 21st century skills.

## Semester Schedules

### Year 1 / Semester 1

Core	
Course Code	Title
BU6005	<a href="#">Introduction to Accounting</a>
EL5001	<a href="#">Introduction to English Communication</a>
BU6004	<a href="#">Introduction to Management</a>
BU6001	<a href="#">Introduction to Marketing</a>

### Year 1 / Semester 2

Core	
Course Code	Title
EL5002	<a href="#">English Communication for Research, Reading and Writing in the Disciplines</a>
BU6007	<a href="#">Introduction to Economics</a>
NR	<a href="#">National Requirements</a>
BU6006	<a href="#">Quantitative Business Methods</a>
Optional	
Course Code	Title
NR-Arabic	<a href="#">National Requirements- Arabic</a>

### Year 2 / Semester 1

Core	
Course Code	Title
EL6003	<a href="#">English Skills A</a>
BU7002	<a href="#">Human Resource Management</a>

BU6009	<a href="#">Introduction to Finance</a>
BU6012	<a href="#">Project Management</a>

## Year 2 / Semester 2

Core	
Course Code	Title
BU7701	<a href="#">Employee Relations</a>
BU7702	<a href="#">International Human Resource Management</a>
BU7099	<a href="#">Internship</a>
BU7700	<a href="#">Resourcing and Talent Management</a>