



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

School of Business, Management And Finance

BSc (Hons.) Human Resource Management

PROGRAMME DOCUMENT

VERSION 1.0

CODE v1.0

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University of Technology, Mauritius

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A. Programme Information

Human Resource has proved to be one of the most important resources of any organization and one of the most challenging to manage. Planning for sourcing, attracting, improving, retaining human resource and phasing them out of an organization is becoming increasingly complex and has posed the need for professional management of human resources. Organizations have come to terms with the importance of modern approaches human resources management. Sound and effective human resource management policies are now essential to obtain the highest level of efficiency from the human resource of organizations to ensure their survival in today's globally competitive world of business and in the public sector as well. This BSc is a revamped degree in the field of HRM to better meet the changed environment in which organizations are called upon to respond.

The BSc (Hons) Human Resource Management is being offered by the University of Technology, Mauritius on both, full time and part time basis. It offers opportunities for school leavers aspiring to join the HR field to gain the much needed competencies, skills and sound knowledge to effectively tackle the most valued asset of an organization, the people working there. At the same time, it offers, those already in the field, the expertise to tackle HR issues in a more innovative manner within the paraphernalia of Managing in a business context, Mauritian Employment Laws and industrial relations environment.

The Programme is run over a period of 3 years full time and 4 years part time with each level having two semesters for full-time and 3 semesters part-time, offering three exit points, namely at level 1 with a Certificate in Management, at level 2 with a Diploma in Human Resource Management and consequently level 3 with a Bachelor's Degree in Human Resource Management.

Note: Level 3 of the Programme also stands alone as a BSc (Hons) Top-Up in Human Resource Management which can either be studied for on a 1 year full-time basis or 1 and half year part-time basis. For students holding a Diploma in HRM from SDIM or equivalent qualifications.

B. Programme Aims

This Programme is basically meant for both HSC holders aspiring to work in the Human Resource or a related field, and also those already in the HR/ Personnel cadre but wishing to probe further in the quest of better expertise and skills. It will enable students to:

- Better understand the business environment of organizations and the challenges facing them;
- Appreciate the importance of effective human resource management in an organisation and prepare them to defend HRM initiatives in the boardroom and bring HR at the strategic levels within organizations.
- Master the knowledge, competencies and skills required to plan for and manage human resource in the current turbulent and changing environment of organizations;
- Manage human resource using the latest techniques and developments in the field of HRM.

C. Programme Objectives

At the end of the programme those who have successfully completed the programme should be able to:

- Understand the complexity of human beings and their behavior as individuals, in groups or in teams
- Analyze the complex and turbulent environment in which organizations operate
- Understand the different resources an organization deploys to achieve its objectives
- Appreciate the role of human resource in achieving organizational objectives
- Understand the relatedness of different management functions and resources
- Use mathematical and statistical techniques to collect, organize, analyze and present information for decision-making and presentation
- Forecast resource and human resource requirements of an organization
- Plan for quantitative and qualitative human resource needs of organization
- Present human resource initiatives in hard financial terms to management
- Understand and apply the employment and other related laws to human resource management in the Mauritian context
- Identify the training and development needs of organizational human resource
- Ensure HRD initiatives effectively and efficiently meet their objectives
- Attract, retain, motivate, add value to human resource/talents of an organization
- Manage the politics of organization bearing in mind human beings are complex animals
- Apply modern HRM techniques including ICT in managing HR effectively and flexibly
- Prepare HR and the organization to do business sustainably

PART I - Regulations

D. General Entry Requirements

As per UTM'S Admissions Regulations, and 'Admission to Programmes of Study at Degree Level'.

E. Programme Entry Requirements

(i) Cambridge Higher School Certificate/GCE A level with at least 2 'A' level subjects

Or

(ii) Alternative Equivalent Qualifications to above (i)

(iii) Candidates wishing to register for BSc (Hons) Top-Up will have to hold a Diploma in Human Resource Management or an alternative qualification which can be considered equivalent to a Diploma in HRM on the basis of around 80% commonality with UTM DHRM.

Note: No exemptions will be entertained for Level 3 modules

F. Programme Mode and Duration

For Diploma in Human Resource Management

Full Time: 2 Years

Part Time: 2 ½ years

For Degree in BSc (Hons) in Human Resource Management

Full Time: 3 Years

Part Time: 4 Years

Each semester will be of 15 weeks with 15 sessions of 3 hours.

G. Teaching and Learning Strategies

The programme will employ a wide variety of teaching methods, including lectures, individual or group projects, presentations, workshops, case studies, field visits, work placement and talks by guest speakers. Self-learning will be the key feature of the programme, enabling students to explore, investigate and research into the various topics, interact with practitioners, and work in teams on projects. Students will also have to go on placement which will be monitored by the placement unit.

H. Student Support and Guidance

In addition to traditional lectures, group tutorials or individual tutorials are arranged for students.

I. Attendance Requirements

As per UTM's Regulations and Policy.

J. Credit System

Modules carry 4 credits as per the programme structure. Modules with 4 credits must **compulsorily** involve submission of at least 2 assignments in line with the prescription of directed study (DS).

K. Student Progress and Assessment

For the award of the Degree a minimum of 103 credit must be earned out of a total 105 credit.

All modules will carry 100 marks and will be assessed as follows (unless otherwise specified):

Written examinations up to 3-hours' duration and continuous assessment carrying up to 30% of total marks.

Continuous assessment can be based on seminars, practical labs and/or assignments or class tests.

Grading

Undergraduate / Postgraduate		
Overall Marks	Grade	Remarks
$70 \leq X < 100$	A	Excellent
$60 \leq X < 70$	B	Very Good
$50 \leq X < 60$	C	Good
$40 \leq X < 50$	D	Satisfactory
$X < 40$	F	Referred

L. Evaluation of Performance

For BSc (Hons):

The percentage mark at Level 1 contributes a 20% weighting towards the degree classification.

The percentage mark at Level 2 contributes a 30% weighting towards the degree classification.

The percentage mark at Level 3 contributes a 50% weighting towards the degree classification.

For Diploma

The percentage mark at Level 1 contributes a 40% weighting towards the diploma classification.

The percentage mark at Level 2 contributes a 60% weighting towards the diploma classification.

- Candidates wishing to withdraw at Diploma level when registered for degree will have to interrupt their studies and graduate with a Diploma. If they wish to continue for their studies upto degree level, they will have to re-apply and re-register for the Top-Degree of the BSc Human Resource Management
- A CPA of at least 70% makes a candidate eligible for a Diploma with Distinction

M. Award Classification

Overall weighted mark x (%) Classification

For BSc (Hons) or BBA (Hons):

$x \geq 70$	1 st Class Honours
$60 \leq x < 70$	2 nd Class 1 st Division Honours
$50 \leq x < 60$	2 nd Class 2 nd Division Honours
$45 \leq x < 50$	3 rd Class Honours
$40 \leq x < 45$	Pass degree
$x < 40$	No Award

N. Programme Organisation and Management

Programme Director and Coordinator:

Contact Details:

School of Business, Management and Finance

- Room:
- Telephone Number: 2075250 (Ext. ...)

Part II - Programme Structure

O. Programme Name– Full Time (Version 1.0)

<u>YEAR 1</u>							
Semester 1				Semester 2			
Code	Module Name	Hrs/Wk L+T+Ds	Credits	Code	Module Name	Hrs/Wk L+T+Ds	Credits
MGMT1101	Organisations & Management	2+1+1	4	HRMT1201	Organization Behavior	2+1+1	4
ACCF1102	Financial Accounting	2+1+1	4	HRMT 2105 (A)	Human Resource Management 1	2+1+1	4
QUAN1102	Statistics	2+1+1	4	LLAW2107	Employment Laws I	2+1+1	4
ECON1101	Economics	2+1+1	4	MGMT2105	Corporate Social Responsibility	2+1+1	4
CLEN1000	Community Learning and Engagement (CLen)						1
						33 Credits	

YEAR 2

Semester 1				Semester 2			
Code	Module Name	Hrs/Wk L+T+Ds	Credits	Code	Module Name	Hrs/Wk L+T+Ds	Credits
HRMT2105(B)	Human Resource Management 2	2+1+1	4	PLMT2000	Workplacement		10
HRMT2109	Leadership, Teams and Empowerment	2+1+1	4				
ACCF1104	Cost & Management Accounting	2+1+1	4				
HRMT2122	Employees Health, Safety and Welfare	2+1+1	4	HRMT2110	Performance and Reward Management	2+1+1	4
				LLAW2108	Employment Laws II	2+1+1	4
ESDV2000	Employability Skills Development (ESD)					2	
						36 Credits	

YEAR 3

Semester 1				Semester 2			
Code	Module Name	Hrs/Wk L+T	Credits	Code	Module Name	Hrs/Wk L+T	Credits
QUAN3401	Research Methods	2+1+1	4	HRMT3123	Talent Management, Training & Employee Development	2+1+1	4
HRMT3208	Organisational Consultancy and Development	2+1+1	4	HRMT3113	Strategic Human Resource Management	2+1+1	4
HRMT3124	International Human Resource Management	2+1+1	4	MGMT3901	Knowledge Management	2+1+1	4
MMIS3208	Human Resource Information System	2+1+1	4				
Dissertation						9	
						37 credits	

P. Programme Name – Part Time (Version 1.0)

YEAR 1							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L T	Credits	Code	Modules	Hrs/Wk L T	Credits
MGMT1101	Organisations & Management	2+1+1	4	ECON1101	Economics	2+1+1	4
ACCF1102	Financial Accounting	2+1+1	4	HRMT1201	Organization Behavior	2+1+1	4
QUAN1102	Statistics	2+1+1	4	HRMT2105(A)	Human Resource Management 1	2+1+1	4
CLEN1000	Community Learning and Engagement (CLeN)						1
YEAR 2							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L T	Credits	Code	Modules	Hrs/Wk L T	Credits
LLAW2107	Employment Laws I	2+1+1	4	HRMT2109	Leadership, Teams and Empowerment	2+1+1	4
MGMT2105	Corporate Social Responsibility	2+1+1	4	ACCF1104	Cost & Management Accounting	2+1+1	4
HRMT2105(B)	Human Resource Management 2	2+1+1	4	HRMT2122	Employees Health, Safety and Welfare	2+1+1	4
ESDV2000	Employability Skills Development (ESD)						2
YEAR 3							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L + T	Credits	Code	Modules	Hrs/Wk L T	Credits
HRMT 2110	Performance and Reward Management	2+1+1	4	HRMT 3124	International Human Resource Management	2+1+1	4
LLAW 2108	Employment Laws II	2+1+1	4	PORT2003	Portfolio		10
QUAN 3401	Research Methods	2+1+1	4	HRMT3208	Organisational Consultancy and Development	2+1+1	4
YEAR 4							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L T	Credits	Code	Modules	Hrs/Wk L T	Credits
MMIS3208	Human Resource Information System	2+1+1	4	HRMT 3113	Strategic Human Resource Management	2+1+1	4
HRMT3123	Talent Management, Training & Employee Development	2+1+1	4	MGMT 3901	Knowledge Management	2+1+1	4
Dissertation							9

Q. MODULE OUTLINE

Year 1 Semester 1

MGMT1101 ORGANISATION AND MANAGEMENT

Introduction to the different perspectives on management; understanding organizations, the evolution of the concepts of organizations and management; models and types of organizations: the classical and neo-classical organizations and modern approaches to the concepts. Management development; organization development; understanding people; roles, perceptions, norms, values, and attitudes; Human needs; theories of motivation; group dynamics and team building; issues in organization and management theories.

ACCF1102 FINANCIAL ACCOUNTING

Roles and Principles of Financial Accounting; Double Entry Book Keeping; Capital and Revenue Expenditure; Trial Balance; Preparation of Final Accounts for Sole Traders, Non-Profit Organisations and Companies; Cash Flow Statements; Control Accounts and Accounting for VAT; Accounting for Depreciation, Bad Debts and Provisions for Bad Debts; Fundamental Accounting Concepts and International Accounting Standards; Accounting Ratios and Interpretation; Financial Reporting and Users of Accounts.

QUAN1102 STATISTICS

Descriptive Statistics; Probability Concepts; Random Variables; Probability Distributions: Binomial, Poisson and Normal Estimation with Confidence Intervals; Hypothesis Testing; Chi-Square Tests; Analysis of Variance; Simple Regression and Correlation Analysis; Time Series Analysis.

ECON1101 ECONOMICS

Microeconomics: consumer choice theory; theory of cost and supply; price mechanism ; government intervention and the price system; market structure, competition policy.

Macroeconomics:national income and economic growth; inflation and unemployment; monetary policy; fiscal policy; international trade

CLEN1000 COMMUNITY LEARNING & ENGAGEMENT (CLEn)

Students should seek involvement with NGOs. Student participation involves for example, contribution in publication of reports, newsletters, active collaboration on an unexhaustive choice of community development or social enterprise projects. Successfully completed placements shall be testified by NGOs at which the engagement occurs. Successful completion will lead to the award of one credit. More information is available in the CLEn Guidelines.

Year 1 Semester 2

HRMT1201 ORGANISATIONAL BEHAVIOUR

Introduction to Organisational Behaviour; Foundations of individual behaviour; Managing individual behaviour Personality Theories; Job Satisfaction; Learning; Power and Politics;Foundations of Group Behaviour and Group Dynamics; Communications and Decision-making; Conflict Management; Organisational Culture;Team Building Emerging Issues in OB

HRMT2105(A) HUMAN RESOURCE MANAGEMENT 1

History, Differences; Evolution; Developments; Models; Roles of HR Managers Job Description; Analysis & Evaluation; HR functions overview

LLAW2107 EMPLOYMENT LAWS I

Contract of Employment; Conditions of employment; Employer/Employee Duties and Obligations; Termination of Contract of Employment and Dismissals; Workfare Programme; Compensation; Violence at Work; Labour Advisory Council and Functions of the Labour Advisory Council; Regulatory Bodies and Courts; Analysis of Current Employment Laws of Mauritius

MGMT2105 CORPORATE SOCIAL RESPONSIBILITY

Introduction to CSR; Stakeholders and Stakeholder Management; Society Attitudes Towards Business; Corporate Values, Ethics, and Beliefs Underlying Decisions; Corporate Governance; Corporate Social Performance; Business Ethics and Corruption; Global Competitiveness and Multi-national Business-Government Relations; Concept of Sustainability; Green Business; Emerging Trends in Corporate Social Responsibility of Business

Year 2 Semester 1

HRMT2105(B) HUMAN RESOURCE MANAGEMENT 2

HR Functions Human Resource Planning; Recruitment & Selection; Performance & Reward Management; Training & Development; Rhetoric and Realities of HRM. HRM's contribution to organizational success

HRMT2109 LEADERSHIP, TEAMS AND EMPOWERMENT

The Nature of Leadership; Leadership Theories and Styles; The Leader in Today's Business Environment; Key Skills and Competences; Emerging trends in Leadership; Team Building; Empowerment Defined; Benefits of Empowerment Disempowerment; Empowerment and Motivation; Leadership and Empowerment; Implementing Empowerment in Organizations; The Devolution of Empowerment; Characteristics of the Empowered Leader; Emerging Trends in Empowerment

ACCF1104 COST AND MANAGEMENT ACCOUNTING

Cost Concepts; Cost Behaviour and Cost ascertainment; Accounting for Overheads and Activity-Based Costing Costing Systems and Costing Principles (Absorption and Marginal costing) Contribution Analysis and its application to short-term decision making; Break-even analysis; Relevant Costing; Budgeting; Standard Costing and Variance analysis; Modern trends in Cost and Management Accounting

HRMT 2122 EMPLOYEES, HEALTH SAFETY AND WELFARE

Importance of health and safety at work - health and safety responsibilities of employers, managers, supervisors and employees within the organization; Health and safety hazards - Control methodologies for work related injuries and illnesses; workplace safety culture - Compliance with health and safety standards, legislations and best practices; Health and safety policies and programs - Health and safety procedures for enforcing company safety rules; Strategies for managing losses due to absenteeism injuries - Workers' Compensation, disability, and health care; first aid at workplace - Criminalization of occupational health and safety offences; Health and Safety as a part of HR practices

ESDV2000 EMPLOYABILITY SKILLS DEVELOPMENT (ESD)

ESD aims at equipping undergraduate students with core employability and job readiness skills (including communication, simulated interviews, career choice, etc.), as well as imparting professional practice expectation and knowledge (including work environment, professionalism and ethics, job mobility locally and internationally, etc.) related to the programme of study. Successful completion will lead to the award of two credits. Detailed information is as per ESD guidelines.

Year 2 Semester 2

HRMT2110 PERFORMANCE AND REWARD MANAGEMENT

What is Performance Management?; Debates on Performance Appraisal; Characteristics of a Performance Management System; Work Climate and Performance; Performance Management Skills; Dealing with Poor

Performance; Team-based Performance Management; Balanced Business Scorecard; Types of Rewards: Financial and Non-Financial Rewards; Performance Related Pay; Skill-Based Pay; Competency Related Pay; Fairness (Internal Factors): Perceptions, Comparisons, Transparency, Job Evaluation; Fairness External Factors): Skill Shortages, Local Competition, Surveys, Location, Laws etc.; Rewards for Teams; Emerging Trends in Performance and Reward Management

LLAW2108 EMPLOYMENT LAWS II

Industrial Relations and Collective Bargaining; Industrial Discontent: Causes, Symptoms, Consequences and Strikes; Methods of Settling Industrial Disputes; Trade Unions and Employer Organisations; Industrial Democracy, Productivity Norms and Targets; Arbitration, Conciliation, Mediation and Negotiation; Advantages of Alternative Dispute Resolution; The Arbitral Agreement; Arbitral Award and Enforcement; Arbitral Tribunal and Proceedings; Appeals; Negotiation and Conflict Handling; Current Trends in Employment Laws: e.g. Discrimination, Equal Opportunities Act, Sexual Harassment, International Labour Conventions

PLMT2001 WORK PLACEMENT

Work placement is monitored by a placement unit and is detailed in the University Workplacement guidelines.

PORT2003 PORTFOLIO

Portfolio will apply for part time students in lieu of placement and is detailed in the Portfolio guidelines.

Year 3 Semester 1

QUAN3401 RESEARCH METHODS (This module is assessed 100% by coursework)

Introduction to Research Methods; Research Ethics and Values; Research problems; Components of a Research Proposal; Planning the Research Process: Qualitative and Quantitative Research, Research Design; Handling of data and Analysis of data; Reporting of Research

HRMT3208 ORGANISATIONAL CONSULTANCY AND DEVELOPMENT

Organisation Systems and human behaviour; Consultancy role - Consultancy as a profession, Communication for consultants - Interpersonal and consulting skills, Consultancy Cycle, Ethics in consultancy, Meeting activities, design and facilitation; Change management- Organisational culture & politics, Conflict and negotiation, Business Process Re-engineering, change implementation; Project management - Project management essentials, talent management, team development, Project delivery; Resource management - Motivation, Coaching, and Delegating, Customized Training; Client relationship - Client Needs Assessment, Contract engagement and agreement, Proposal writing; Use of IT in Consulting - History of IT / IS consulting - issues and growth, IT services, IT and the value chain; Human Resources in Organization Consulting - Specialty areas of HR consulting, Outsourcing and HR, HR Consulting firms and their future; Case Studies

HRMT3101 INTERNATIONAL HUMAN RESOURCE MANAGEMENT

HR practices and trends in the International context (UK and USA); Cross-cultural issues in International HRM, HRM strategies adopted by International; Transnational & Multinational companies; managing the interface between ethnocentrism; Diversity and control in a changing global environment; Comparative HR practice in the Mauritian context; International trends in Human Resource Management; Issues in IHRM: Sourcing, Retention, Reward, Career Management, Cross-Cultural Issues; Case Studies on Comparative HRM

Year 3 Semester 2

MMIS3208 HUMAN RESOURCE INFORMATION SYSTEM

Information Systems in Organisations; Introduction to HRIS; Components of HRIS - workforce planning & management, selection & recruitment, training; payroll, compensation & benefits, time & labour management, personal self service, people administration; performance management system, leave & absence, E-Learning, E-filing, Pay and e-compensation; Database Concepts and Applications in HRIS; Business Intelligence and Analytics; Enterprise

Resource Planning for the HR function; HRIS Needs Analysis and Development - Systems requirements for HRIS, Cost Justifying HRIS Investments; Outsourcing of HRIS - HR Shared Service Centers & Cloud computing, vendor selection; Information Security and Privacy; Case Studies

HRMT3123 TALENT MANAGEMENT, TRAINING AND EMPLOYEE DEVELOPMENT

Talent Management-Meaning; Concept and Importance; Learning Styles and Approaches; Learning Organisation Training and Development; Training Need Analysis; Individual and Organisational Training Need Analysis; Employee Coaching and Performance Engagement; Performance Management and Performance Appraisal.

HRMT 3113 STRATEGIC HUMAN RESOURCE MANAGEMENT

Concept of Strategy; SWOT Analysis; Competitive Analysis; Value Chain Analysis; Vision, Mission and Objectives; SHRM as a subset of Strategic Management; SHRM Models: High Performance model, High Involvement Model; Strategy Formulation; Strategic Alignment of HRM and HRD with Strategic Objectives
Strategic HRM/HRD and Competitive Advantage

MGMT3901 KNOWLEDGE MANAGEMENT

Concept and theories of knowledge in organisations; Overview of Knowledge management (KM); KM processes - knowledge life cycle, knowledge creation, knowledge storage, knowledge transfer; knowledge reuse; KM Strategies & Mechanisms; KM Architecture; KM Systems and Technologies; KM Frameworks & Models; KM Audit; Organisational Environment for KM; HR and KM; Case Studies

DISS 3000 DISSERTATION

A 10,000-12,000 words dissertation will have to be submitted at the end of the semester. The work submitted should conform to the Undergraduate Dissertation Guidelines available on the UTM website.