



UNIVERSITY
of
TECHNOLOGY,
MAURITIUS

School of Public Sector Policy and Management

BSc (Hons) Human Resource Management

PROGRAMME DOCUMENT

VERSION 1.0

BHRM v1.0

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University of Technology, Mauritius

La Tour Koenig, Pointe aux Sables, Mauritius

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1. PROGRAMME INFORMATION

Tight economic conditions and tough competition has made the effective management of people the key to successful organisations. The Human Resource Management field has not only gained higher importance in the past few years, but has become one of the most important functions of management lately. Modern organizations call for qualified personnel to successfully tackle Human Resource issues in the organization.

This BSc (Hons) Human Resource Management is being offered by the University Of Technology 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 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.

The Programme is run over a period of 3 years, full time and 4 ½ , part time with each year having two semesters offering two exit points, namely at level 2 for a diploma and consequently level 3 for a degree in the field.

2. 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:

- Have a foundation of basic management modules.
- Realise the importance of effective human resource management in an organisation.
- Equip them with the required expertise to tactfully deal with both long and short term HR issues of an organisation.
- Empower them to carry out the key activities of the human resource functions in the organisation in tactful and innovative manner.

PART 1
REGULATIONS

1. GENERAL ENTRY REQUIREMENTS

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

2. PROGRAMME REQUIREMENTS

Either (i) Cambridge School Certificate, with credits in subjects including English and Mathematics and at least 3 years work relevant experience in the industry

Or (ii) Cambridge Higher School Certificate with at least 2 'A' level subject.

3. PROGRAMME DURATION

Full Time : 3 years (Degree)
 2 years (Diploma)

Part Time : 4 ½ years (Degree)
 3 years (Diploma)

* An exit point exists at the end of Year 2 for FT (and level 2 for PT) to obtain a Diploma in Human Resource Management.

4. SEMESTER 15 Weeks (Excluding Exam Period)

5. CREDIT SYSTEM 1 module = 3 credits

6. STUDENT PROGRESS AND ASSESSMENT

For the award of the Diploma/Degree, all modules must be passed overall with passes in the examinations, coursework and other forms of assessment.

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

- (1) Written examinations of 2-hours' duration and continuous assessment carrying up to 30% of total marks.
- (2) Continuous assessment can be based on seminars and/or assignments or class tests.

The Dissertation will carry 300 marks (9 credits)

Maximum marks attainable:

Year1/Level 1 1200
Year2/Level 2 1200
Year3/Level 3 1200

Grading

Grade	Marks
A	$x \geq 70$
A-	$65 \leq x < 70$
B	$60 \leq x < 65$
B-	$55 \leq x < 60$
C	$50 \leq x < 55$
C-	$45 \leq x < 50$
D	$40 \leq x < 45$
F	$x < 40$
A-D	Pass
F	Fail

7. EVALUATION OF PERFORMANCE

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

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

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

8. DEGREE AWARD CLASSIFICATION

Overall weighted mark y (%)

$y \geq 70$
$60 \leq y < 70$
$50 \leq y < 60$
$45 \leq y < 50$
$40 \leq y < 45$
$y < 40$

Classification

1st Class Honours
2 nd Class 1st Division Honours
2 nd Class 2 nd Division Honours
3rd Class Honours
Pass Degree
No Award

*For Diploma award, existing UTM's award classifications will apply.

PART II

PROGRAMME STRUCTURE AND PLAN

YEAR 1									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
ITE 1101	Computer Fundamentals	1	2	3	MKTG 1101	Introduction to Marketing	3	0	3
MGMT 1105	Introduction to Psychology	3	0	3	HRMT 1003	Introductory Human Resource Management	3	0	3
ECON 1101	Economics	3	0	3	HRMT 1201	Organisational Behaviour	3	0	3
MGMT 1103	Business Communication	3	0	3	QUAN 1102	Statistics	3	0	3
MGMT 1101	Organisation & Management	3	0	3	LLAW 1101	Introduction to law & legal methods	3	0	3
ACCF 1102	Financial Accounting	3	0	3	HRMT 1202	Introduction to Sociology	3	0	3
<i>Start of Level 1</i>				<i>Finish of Level 1</i>					

YEAR 2									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
ACCF 1104	Cost & Management Accounting	3	0	3	HRMT 2107	Reward & Performance Management	3	0	3
QUAN 2203	Quantitative Methods for management	3	0	3	LLAW 1202	Employee Relations	3	0	3
MKTG 2304	Public Relations	3	0	3	HRMT 2102	Human Resource Planning	3	0	3
HRMT 2103	Teambuilding & Leadership	3	0	3	LLAW 1203	Employment Laws: Industrial Relations	3	0	3
LLAW 1201	Health , Safety and welfare Legislation	3	0	3	HRMT 2108	Human Resource Development	3	0	3
LLAW 1301	Industrial Law	3	0	3	MGMT 2104	Ethics and Social Responsibility	3	0	3
<i>Start of Level 2</i>				<i>Finish of Level 2</i>					

YEAR 3									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	CORE Modules	Hrs/Wk		Credits
		L	P				L	P	
QUAN 3401	Research Methods	3	0	3	HRMT 3114	Managing Pay & Performance	3	0	3
HRMT 3109	Human Resource Operations	3	0	3	HRMT 3110	Managing Human Resource Projects	3	0	3
HRMT 3204	Sociology of Work	3	0	3	HRMT 3113	Strategic Human Resource Management	3	0	3
MMIS 3202	Management Information Systems	3	0	3	DISS 3000	Dissertation			9
HRMT 3112	Trends in International Human Resource Management	3	0	3					
DISS 3000	Dissertation			*		ELECTIVE Module			
					HRMT 3115	Managing Human Resources in the Public Sector	3	0	3
					MGMT 3203	Quality Management	3	0	3
					Total Credits				108

*

Dissertation starts in Semester 1 of Year 3 and credits are earned at end of Semester 2.

BSc (HONS) HUMAN RESOURCE MANAGEMENT – (PART TIME)

PROGRAMME STRUCTURE AND PLAN

YEAR 1							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L P	Credits	Code	Modules	Hrs/Wk L P	Credits
ITE 1101	Computer Fundamentals	1 + 2	3	MGMT 1101	Organisation & Management	3 + 0	3
MGMT 1105	Introduction to Psychology	3 + 0	3	ACCF 1102	Financial Accounting	3 + 0	3
ECON 1101	Economics	3 + 0	3	MKTG 1101	Introduction to Marketing	3 + 0	3
MGMT 1103	Business Communication	3 + 0	3	HRMT 1003	Introductory Human Resource Management	3 + 0	3
<i>Start of Level 1</i>							
YEAR 2							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L P	Credits	Code	Modules	Hrs/Wk L P	Credits
HRMT 1201	Organisational Behaviour	3 + 0	3	ACCF 1104	Cost & Management Accounting	3 + 0	3
QUAN 1102	Statistics	3 + 0	3	QUAN 2203	Quantitative Methods for management	3 + 0	3
LLAW 1101	Introduction to law & legal methods	3 + 0	3	MKTG 2304	Public Relations	3 + 0	3
HRMT 1202	Introduction to Sociology	3 + 0	3	HRMT 2103	Team Building & Leadership	3 + 0	3
<i>Finish of Level 1</i>				<i>Start of level 2</i>			

YEAR 3									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
LLAW 1201	Health , Safety and welfare Legislation	3	0	3	HRMT 2102	Human Resource Planning	3	0	3
LLAW 1301	Industrial Law	3	0	3	LLAW 1203	Employment Laws: Industrial Relations	3	0	3
HRMT 2107	Reward & Performance Management	3	0	3	HRMT 2108	Human Resource Development	3	0	3
LLAW 1202	Employee Relations	3	0	3	MGMT 2104	Ethics & Social Responsibility	3	0	3
Finish of Level 2									

YEAR 4									
Semester 1				Semester 2					
Code	Modules	Hrs/Wk		Credits	Code	Modules	Hrs/Wk		Credits
		L	P				L	P	
QUAN 3401	Research Methods	3	0	3	HRMT 3110	Managing Human Resource Projects	3	0	3
HRMT 3109	Human Resource operations	3	0	3	HRMT 3112	Trends in International Human Resource Management	3	0	3
HRMT 3204	Sociology of Work	3	0	3	HRMT 3114	Managing Pay & Performance	3	0	3
MMIS 3202	Management Information Systems	3	0	3	DISS 3000	Dissertation			*
Start of Level 3									

Semester 1				Year 5			
Code	Core Module	Hrs/Wk	Credits	Code	Elective Modules	Hrs/Wk	Credits
HRMT 3113	Strategic Human Resource Management	3 + 0	3				9
DISS 3000	Dissertation						
HRMT 3115	Managing Human Resources in the Public Sector	3 + 0	3				
MGMT 3203	Quality Management	3 + 0	3				
Finish level 3							

*Dissertation starts in semester 2 of Year 4 and Credits are earned at the end of Semester 1 of Year 5

TOTAL NUMBER OF CREDITS: 108

OUTLINE SYLLABUS

LEVEL 1, SEMESTER 1

ITE 1101 COMPUTER FUNDAMENTALS

A brief history of computing, Survey of various types/classes of hardware and software used in current ICT system, Survey of main areas of application of ICT, Impact of ICT on individual's business and society, Forthcoming developments, Areas of expertise, jobs and roles of professionals of the ICT sector

MGMT 1105 INTRODUCTION TO PSYCHOLOGY

Major perspectives and areas of speciality in the field of Psychology; studies carried out in various fields; what makes human beings think, feel and act as the way they do; Review of existing research findings; Understanding of actions to be taken to harness human potentials, individually and in groups for the benefit of different types of organizations; Methodologies for conducting psychological research; Case studies; Current behavioural problems in organizations.

ECON 1101 ECONOMICS

The Economic Problem: Scarcity and Choice, Theory of Demand and Supply, The Price System, Costs of Production, Market Structures, National income and economic growth, Inflation and Unemployment, Banking and Monetary Policies, Taxation and Fiscal policies, International Trade

MGMT 1103 BUSINESS COMMUNICATION

The benefits of effective business communication, internal and external communication, verbal and non-verbal communication, the process of communication, communication barriers, intercultural communication, teamwork, conflict and communication, writing and presenting business documents, oral presentations, electronic communication, preparing for interviews, customer care and communication.

MGMT 1101 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.

ACCF 1102 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.

LEVEL 1, SEMESTER 2

MKTG 1101 INTRODUCTION TO MARKETING

The marketing concept, marketing mix, role of marketing in strategic planning, marketing environment, managing services, consumer buyer behaviour, organisational buyer behaviour, market segmentation, targeting and positioning, marketing information systems and marketing research, products, pricing, distribution channels, promotion, electronic marketing, and marketing ethics.

HRMT 1003: INTRODUCTORY HUMAN RESOURCE MANAGEMENT

History, Evolution, Developments. Job Description, Analysis & Evaluation. Human Resource Planning. Recruitment & Selection. Performance & Reward Management. Training & Development.

HRMT 1201 ORGANISATIONAL BEHAVIOUR

Introduction to of Organisational Behaviour, Foundations of individual behaviour, Managing individual behaviour, Personality Theories, Job Satisfaction. Power and Politics. Foundations of Group Behaviour and Group Dynamics. Communications and Decision-making. Conflict Management. Organisational Culture. Organisational Development.

QUAN 1102 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.

LLAW 1101 INTRODUCTION TO LAW AND LEGAL METHODS

Introduction to Law; Ideas and functions of Law; Nature of constitutional and administrative law; Constitutional foundations of the powers of the court, statutory interpretation, arbitration and the hearing tribunal, the law of contract, the law of agency; Distinction between Public and Private Law; Criminal and Civil Law; Common Law and Civil Law Systems; Case Law Techniques; Statutory Interpretation.

HRMT 1203 INTRODUCTION TO SOCIOLOGY

Perspectives in sociology, the interplay between social influences and personal experience, gender issues, stratification, ethnicity and race, groups and organizations, Basic social institutions: marriage and the family, education and the media, and work and economic life

LEVEL 2, SEMESTER 1

ACCF 1104 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

QUAN 2203 QUANTITATIVE METHODS FOR MANAGEMENT

Introduction to Quantitative Methods; Decision Analysis: Decision-Making Environments and Decision Trees; Linear Programming: Graphical and Simplex Method, Sensitivity Analysis; Transportation Models; Assignment Models: minimization and maximization cases; Network Analysis; Inventory Models

MKGT 2304 PUBLIC RELATIONS

Nature and evolution of Public Relations, scope and objectives of Public Relations, planning, implementation and evaluation, ethics and professionalism, Public Relations research, public opinion, media relations, employee communication, community relations, consumer relations, relations with Government, the practice of PR in organisations.

HRMT 2103 TEAMBUILDING AND LEADERSHIP

Definition of teams, Importance of Teambuilding, Process & issues of teambuilding, Team members- roles & definition, attributes of a good team leader, the process of leadership, Leadership theories & styles, empowering team members, team motivation.

LLAW 1201 HEALTH, SAFETY AND WELFARE LEGISLATION

Present Legislation, Scope of the Act. Development of Occupational Health and Safety Law. General Duties under the act. Environment Studies. Offences, Penalties and Legal Proceedings. Insurance: Effect of Insurance on health and safety at work and employer's liability insurance. Comparative Health and Safety Legislation. Future proposals. (Healthy lifestyle for Managerial Staff).

LLAW 1301 INDUSTRIAL LAW

Law relating to trade union organisation, wages and condition of employment. Trade disputes. Security of employment and termination of contracts of service. Regularly bodies and Courts. Comparative Industrial Law.

LEVEL 2 , SEMESTER 2

HRMT 2107 REWARD AND PERFORMANCE MANAGEMENT

Meaning of performance. What is performance appraisal. The appraisal processes, methods. Relationship between motivation, job satisfaction and performance. Reward Strategies. Components of Reward Management strategy. Factors affecting satisfaction with the reward system. Relationship between reward and performance. Ethics in Performance Management.

LLAW 1202 EMPLOYEE RELATIONS

Nature and Scope. Comparative analysis on theory and practice of collective bargaining. Industrial Discontent: Causes, Symptoms, Consequences and Strikes. Method of Settling Industrial Disputes. Trade Unions and Employer Organisations.. Industrial Democracy, productivity norms and targets. Role of the state. Unions and Productivity. Current Trends in Mauritius.

HRMT 2102 HUMAN RESOURCE PLANNING

Meaning of Manpower & Human resource Planning, HRP at both micro and macro levels (Demand and supply of labour in various market structures), factors affecting HR Planning, linkage of HR Planning with other HR functions, Manpower Planning tools and techniques, Career Planning and succession planning. Current trends in Mauritius: retrenchment, downsizing, Voluntary retirement schemes etc.

LLAW 1203 EMPLOYMENT LAWS : INDUSTRIAL RELATIONS

Definition, meaning of Industrial Relations; Requisites of successful IR; Trade Unionism& its evolution in the Mauritian context. Being familiar with Industrial laws, students will be expected to know about the various provisions of the Personnel Management Manual used the Civil Service, the PRB report and also the PSC regulations. Case studies

HRMT 2104 ETHICS & SOCIAL RESPONSIBILITY

Introduction; Stakeholders and Stakeholder Management; Society Attitudes towards Business; Corporate values, ethics, and beliefs underlying decisions; Corporate Governance; Business decision makers; Corporate Social Performance; Business Ethics; Global competitiveness and multi-national business-government relations.

HRMT 2108 HUMAN RESOURCE DEVELOPMENT

Human Resource Development : Meaning. HRD v/s HRM. Training & Development. Training Needs Assessment, Training methods and techniques, Training & learning, Competence based learning, learning culture. New trends in training & HRD (multi skilling, retraining etc) . Evaluating Training. Career Development. Development & Performance. Training and development; Strategic and financial considerations, Cost effective human resource programmes; Ethics in T&D

LEVEL 3, SEMESTER 1

QUAN 3401 RESEARCH METHODS

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.

HRMT 3109 HR OPERATIONS

The context, practice and integration of HR operations; Nature and evolution of work within organizations; Role and influence of stakeholders on HR, growth and development of HR; Ethics and professionalism; HR policy; Employee resourcing, development, relations, and reward; Integration of Business and HR strategies, the contribution of HR to organisational success, conflicts and ambiguities in the contribution of HR.

HRMT 3204 SOCIOLOGY OF WORK

Critical examination of changing nature of work in Mauritius (agriculture to manufacturing, service) ;changes in variety and pattern of employment relation, hours of work, patterns of reward and remuneration; employee representation and forms of employee participation; effects of social, demographic and macro economics forces such (industrialisation and technological advances) on labour market, gender and ethnicity, patterns of education and skill formation, globalisation etc. Families' adaptation to these changes; Future shape of employment in Mauritius.

MMIS 3202 MANAGEMENT INFORMATION SYSTEMS

Definition of systems. Organization and Management from systems perspectives. Key aspects of systems. Input stability, Continuity, Change, Feedback & Feed-forward. Designing and operating an effective and efficient management system. The role of information within organisations. Architecture of Information systems. Key hardware & software components. The people technology interface. IT Project Management. Systems Development Life Cycle; Audit & Control of Information Systems; Risks assessment and data-protection. Case Studies on the Business Information Systems.

HRMT 3112 TRENDS IN INTERNATIONAL HRM

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.

HRMT 3113 STRATEGIC HUMAN RESOURCE MANAGEMENT

Strategic HRM and HRD: the nature and meaning of HRM and HRD, cultural aspects of organizations; management of change, leadership, involvement and empowerment, functions and process in HRM and HRD, Strategic interventions, language, concepts and rhetoric in HRM and HRD, Strategic HRM and HRD and their contribution to competitive advantage.

LEVEL 3, SEMESTER 2

HRMT 3114 MANAGING PAY AND PERFORMANCE

Remuneration basics: pay, reward, remuneration, compensation; Traditional wage systems versus new pay policies; Introduction to Performance Management: concepts, development, objectives & role; Performance Appraisal effectiveness, 360° feedback; Job Evaluation methods; broad banding. Performance related pay.

HRMT 3110 MANAGING HUMAN RESOURCE PROJECTS

Introduction to Project Management; Project Management Life Cycle; Barriers of collaboration (i.e. conflicts, resistance, power, politics); The Project Team; Project Planning and Scheduling; Resource Management; Project Control; Project Control Techniques; Project reports and Project closure.

DISS 3000 DISSERTATION

The dissertation will be of around 10,000 words and should be related to the field of HR.

ELECTIVE MODULES

HRMT 3115 MANAGING HUMAN RESOURCES IN THE PUBLIC SECTOR

Public sector ethos, employment policy and practice in the Mauritian public sector, leadership, managing human resources – challenges and opportunities, employment patterns and forms, public sector reforms, public policy and human resource management.

MGMT 3203 QUALITY MANAGEMENT

Definitions and concepts; Quality Philosophies; Quality Management Systems: ISO 9000, Quality Assurance; Total Quality Management; Service Quality; Continuous Improvement (CI), CI Tools and Techniques; Statistical Quality Control; Improvement team; leadership: motivation, change and culture.