

**BACHELOR OF SCIENCE  
(HUMAN RESOURCE DEVELOPMENT)  
PROGRAMME SPECIFICATIONS**

<b>1. Programme Name</b>	Bachelor of Science (Human Resource Development)			
<b>2. Final Award</b>	B. Sc. (HRD)			
<b>3. Awarding Institution</b>	UTM			
<b>4. Teaching Institution</b>	UTM			
<b>5. Programme Code</b>	TP09 (SHR)			
<b>6. Professional or Statutory Body of Accreditation</b>	NA			
<b>7. Language(s) of Instruction</b>	English			
<b>8. Mode of Study (Conventional, distance learning, etc)</b>	Conventional			
<b>9. Mode of operation (Franchise, self-govern, etc)</b>	Self-govern			
<b>10. Study Scheme (Full Time/Part Time)</b>	Full Time			
<b>11. Study Duration</b>	Minimum : 3 yrs Maximum : 5 yrs			
Type of Semester	No. of Semesters		No. of weeks	
	Full Time	Part Time	Full Time	Part Time
Regular	6		14	
Short	1		8	

**1. Programme Objectives**

- (i) To produce graduates who are able to apply their knowledge, skills, and abilities in planning, analysing, managing and developing human resource.
- (ii) To produce graduates who are competent as researchers, organisation change agents, training need analysts, programme designers, managers, instructors, and administrators.
- (iii) To produce graduates who are able to recognise, explore, and use a broad range of ideas and practices as well as think logically and creatively.
- (iv) To produce graduates who are able to communicate and negotiate effectively across different cultures and audiences.
- (v) To produce graduates who are able to respond and adapt readily to changing environments and to continue learning independently.

**2. Programme Learning Outcomes**

(a) KNOWLEDGE AND TECHNICAL COMPETENCY		
Intended Learning Outcomes	Teaching and Learning Methods	Assessment
<b>LO1: Application of Knowledge of the Discipline</b>		

Application of human resource development principles in organisations.	Lecture, tutorial, seminar, assignments at ICT's lab, directed readings, self access learning and cooperative learning, and industrial visits.	Exam, assignment, quiz, presentation, seminar, discussion, cooperative learning, problem-based learning, group project, and individual report.
<b>LO2: Integration and Application of Specific Competency</b>		
Integration of human resource development knowledge and skills in solving organisational problems.	Lecture, tutorial, seminar, assignments at ICT's lab, directed readings, self access learning, industrial visit and industrial training.	Exam, assignment, quiz, presentation, seminar, discussion, cooperative learning, problem-based learning, group project, and individual report.
<b>(b) GENERIC SKILL</b>		
<b>LO3: Communication Skills</b>		
Able to communicate effectively in a dynamic environment.	Individual and group assignment, group project, industrial training, industrial visit, and cooperative learning.	Exam, assignment, quiz, presentation, seminar, discussion, cooperative training, problem based training, project observation and peer evaluation.
<b>LO4: Critical Thinking and Problem Solving Skills</b>		
Identify, analyze, and solve human resource problems in organisations creatively.	Lecture, tutorial, seminar, assignments at ICT's lab, directed readings, self access learning, and cooperative learning, field work and industrial visit.	Exam, assignment, quiz, presentation, seminar, discussion, cooperative learning, problem-based learning, group project, and individual report.
<b>LO5: Teamworking Skills</b>		
Able to work collaboratively and play various roles in group problem solving and decision making.	Group assignment, group project, industrial training, industrial visit, cooperative learning.	Group assignment, group project observation and peer evaluation.
<b>LO6: Information Management and Lifelong Learning Skills</b>		
Able to find, acquire, and manage information from various sources for continuous self development and lifelong learning.	Group project, industrial training, case study, research project, and industrial visit.	Industrial training report, project report, project observation, assignment.

<b>LO7: Entrepreneurship Skills</b>		
Able to exploit opportunities and harness potential specifically for self, organisation and industrial development.	Industrial visit, seminar, lecture, group project and industrial training.	Group project, industrial training assessment, observation of activities involvement.
<b>LO8: Leadership Skill and Proactiveness</b>		
Able to instill and practice basic leadership principles and able to demonstrate leadership competency with confidence.	Lecture, case study, role play, seminar.	Project presentation, industrial training assessment, examination.
<b>LO9: Ethics and Integrity</b>		
Portray professional ethics and moral obligation for the good of mankind.	Lecture, tutorial, seminar, assignment at ICT lab, directed reading, cooperative learning, field work and industrial visit.	Industrial training report, project report, learning portfolio, lecturer's observation, peer evaluation and individual assignment.

### 3. Classification of Courses

#### 3.1. Components by category and total credits for graduation

<b>Bachelor of Science (Human Resource Development)</b>			
<b>Category</b>	<b>Total Credits</b>	<b>Overall Percentage</b>	<b>Percentage according to QA requirements*</b>
Core Courses:			
* Core Management	45	40.9%	47.9%
* Specialisation (HRD)	37	33.6%	39.4%
* Other Disciplines / Electives	12	10.9%	12.8%
University Courses	8	7.3%	
English Language Courses	6	5.4%	
Co-curriculum Courses	2	1.8%	
<b>Total</b>	<b>110</b>	<b>100%</b>	<b>100%</b>
<b>Total Credits For Graduation</b>	<b>110</b>		

\* The calculation for percentage according to QA requirements excludes university courses, English language courses and co-curriculum courses.

**4. Total credit hours to graduate****110 credit hours****5. Programme structure and features, curriculum and award requirements**

The programme is offered in full-time mode. Each academic year comprises 2 semesters with several courses offered and assessed each semester.

Assessment : Maximum 50% of final examination  
 : Minimum 50% of course work

**Award requirements:*****Students should:***

- Achieve a total of 110 credit hours with a minimum CPA of 2.0.
- Pass the Industrial Training (equivalent to 4 credit hours).
- Pass the Academic Exercise (equivalent to 3 credit hours).

**Year 1**

<b>SEMESTER I</b>	
<b>Code</b>	<b>Course</b>
SHP 1303	Principles of Human Resource Development
SHP 1313	Introduction to Industrial Psychology
SHD 1513	Principles of Management
SHC 1123	Principles of Financial Accounting
SHP 1333	Communication Skills
ULT 1022	Islamic and Asian Civilisation

**Total Semester Credits = 17**

<b>SEMESTER II</b>	
<b>Code</b>	<b>Course</b>
SHP 1323	Industrial Counseling
SHP 1343	Principles of Human Resource Planning
SHP 1363	Basic Principles in Malaysian Law
SHD 1213	Introduction to Finance
SHD 1523	Organisational Behaviour
UHS 1152	Ethnic Relations
UHB 1412	English for Academic Communication

**Total Semester Credits = 19**

**Year 2**

<b>SEMESTER III</b>	
<b>Code</b>	<b>Course</b>
SHP 1353	Statistics for Social Science
SHP 2323	Instructional Technology System
SHP 2353	Training Needs Analysis
SHP 2423	Negotiation Techniques
SHD 2513	Human Resource Management
UHS 2092	Professional Ethics
UQX 1XX1	Co-Curriculum

<b>SEMESTER IV</b>	
<b>Code</b>	<b>Course</b>
SHP 2303	Fundamentals of Research Methodology
SHP 2333	Programme Evaluation
SHP 2363	Skills for Trainers
SHP 2343	Principles of Training Design
SHP 2XX3	Department Elective
ULT 2XX2	General Elective (PPIPS)
UHB 2422	Advanced English for Academic Communication

**Total Semester Credits = 18**

**Total Semester Credits = 19**

<b>MAY SEMESTER</b>	
<b>Code</b>	<b>Course</b>
SHP 2414	Industrial Training

**Total Semester Credits = 4**

**Year 3**

<b>SEMESTER V</b>	
<b>Code</b>	<b>Course</b>
SHP 3303	Practicum
SHP 3313	Adult Learning
SHP 3323	Career Development

<b>SEMESTER VI</b>	
<b>Code</b>	<b>Course</b>
SHP 3373	Organisational Development
SHP 3383	Industrial Relations Law
SHP 3433	Occupational Safety and Health

SHP 3363	Training Management
SHP 3423	Human Resource Information System
UHB 3XX2	English Elective
UQX 2XX1	Co-Curriculum

SHP 3533	Academic Exercise
SHP 3XX3	Department Elective

**Total Semester Credits = 18**

**Total Semester Credits = 15**

### Year 2 (Semester IV)

<b>ELECTIVES (3 credits each)</b>	
<b>Code</b>	<b>Courses</b>
SHP 2373	Industrial Supervisory
SHP 2383	Interpersonal Communication
SHP 2393	Behaviour and Behaviour Modification
SHP 2403	Performance Management

### Year 3 (Semester VI)

<b>ELECTIVES (3 credits each)</b>	
<b>Code</b>	<b>Courses</b>
SHD 2613	Technology and Economic Development
SHD 3583	Business Strategy
SHP 3393	Cross-Cultural Management
SHP 3403	Crisis Management

## 6. Career Prospects

Career prospects: human resource development manager, training needs analyst, programme designer, HRD materials developer, instructor/facilitator, career development advisor, administrator, programme evaluator, researcher and entrepreneur.

## 7. Cross Campus Programme

Students are given the opportunity to enrol for a few courses in participating universities. The grades and credits earned (up to 1/3 of the total credits of the curriculum) can be transferred for purposes of graduation. Currently there are four participating universities i.e. Universiti Teknologi Malaysia, Universiti Sains Malaysia, Universiti Malaya and Universiti Malaysia Sarawak.

## **8. UTM Degree ++ Programme**

Students are given the opportunity to enrol in certificate programmes offered by the School of Professional and Continuing Education (SPACE) during their semester holidays.

## **9. Facilities available**

List of facilities:-

1. Training room.
2. Digital laboratories.
3. Language laboratory.
4. Resource centre.
5. Smart Classroom.

## **SYLLABUS SUMMARY**

### ***BACHELOR OF SCIENCE (HUMAN RESOURCE DEVELOPMENT)***

#### **CORE COURSES**

##### **SHC 1123 Principles of Financial Accounting**

This course is an introduction to financial accounting. It is designed to provide an understanding of the basic principles and concepts of accounting and bookkeeping. The course also covers the accounting cycle in an organisation such as the use of journals, posting, preparation of trial balance, adjustments for the final accounts and preparation of financial statements.

##### **SHD 1213 Introduction to Finance**

This course will expose students to the basics of financial management of an organisation. It will emphasise the sources of financing and the methods that can be used in making financial decisions in an organisation. At the end of the course, students should be able to explain the basics of financial management and the sources of financing of an organisation. The students should also be able to apply the methods of making financial decisions in an organisation.

##### **SHD 1513 Principles of Management**

This course is designed to expose students to the general principles of organisational management. It discusses aspects related to theories of organisation management and their development, functions of organisation management, planning, structuring, directing and organisation control, coordination, motivation, leadership, communication and decision making in organisations. This course also discusses current management issues and challenges. At the end of the course students should be able to apply the techniques and general approaches in managing an organisation.

##### **SHD 1523 Organisational Behaviour**

This course is designed to expose students to the basic concepts and important aspects related to human behaviour in organisations. It will emphasise topics such as introduction to organisational behaviour, culture and behaviour, individual differences, social perception, employee motivation and improving employee performance, development of group behaviour, team-work, leadership, power and politics in organisation, conflict and negotiation, decision making, communication, change management and managing stress. At the end of the course, students should be able to explain the important aspects that relate to organisational behaviour, describe the relationship between organisational processes and behaviour and their impact on organisational productivity, as well as identify and solve problems related to human behaviour in organisations. Students will also be able to collect information from various sources either individually or in groups, analyse, report and present the information.

##### **SHD 2513 Human Resource Management**

This course is designed to expose students to the major functions of human resource management in an organisation. Among the topics discussed are human resource planning, human resource auditing, forecasting of human resource, staffing and performance appraisal, recruitment, selection, placement, orientation, training and development, career path management, job analysis techniques, compensation administration, safety and health management, and industrial relations. It will emphasise the importance of each activity, processes involved, and also the factors influencing the implementation of these activities. At the end of the course, students should be able to explain and differentiate the major activities in human resource management, apply their knowledge and understanding to solve problems in



human resource management, and increase their self-confidence in their quest to become future managers of an organisation.

### **SHD 2613      Technology and Economic Development**

This course introduces students to the concept of technology and its relationship with economic development. It will touch on the definitions of technology and technological changes, explain the models of economic growth and factors which affect technical change and innovations as well as look at the technological change models. This course will also cover the transfer of technology, examining the relationship between trade and technology as well as issues of research and development, technology, policy and government intervention in technical change. At the end of the course, students should be able to demonstrate their understanding of the relationship between technology and economic development.

### **SHD 3583      Business Strategy**

This course introduces students to some major reviews and theories in the area of business strategy. It examines some key issues in business strategy with special focus on organisations' mission, analysis of the external and internal business environments, business strategy formulation, implementation and evaluation. The course also provides practice in formulating a strategic plan for a business organisation. Through project work, students should be able to apply the theories discussed and produce a strategic plan for a business organisation.

### **SHP 1303      Principles of Human Resource Development**

This course exposes students to analysing various components and needs of human resource development. It focuses on a number of human resource development models, processes and needs analysis techniques, training activities, education and development, role of individuals in human resource development, career and organisation, role of human resource development practitioners and career in human resource development. At the end of the course students should be able to acquire human resource development competencies and able to discuss current and future human resource development issues. Students will also obtain exposure to team work and self discipline.

### **SHP 1313      Introduction to Industrial Psychology**

This course is designed to expose students to the approaches to psychology application and techniques, and knowledge of psychology in the workplace. It focuses on research approaches in psychology, employee selection, psychology tests, performance evaluation and training. From the employee's perspective, this course centres around personality issues, motivation, employee's job satisfaction, commitment and job-related behaviour. For organisational and team working issues, this course discusses aspects of team working processes, workplace communication and leadership. Other issues deliberated include work stress, human factors and work design, work environment and safety at the workplace. At the end of the course, students should be able to demonstrate understanding of the phenomenon of psychology at the workplace and its effects on employee behaviour and emotions as well as industrial performance.

### **SHP 1323      Industrial Counseling**

This course provides awareness to students regarding the methods and need of counseling in assisting and understanding problems faced by employees in industries. The course discusses the concept of counseling, basic counseling skills, career counseling, workplace counseling, counseling in industries and its relationship with employee assistance programme (EAP), common problems of industrial employees, interviews and resume preparations, ethics in counseling, and training and recognition of counseling in the industrial sector. At the end of the course, students should be able to apply the approaches of counseling in life, and co-operate in groups to analyse and present research findings.

### **SHP 1333      Communication Skills**

This course is designed to develop in students skills in communication especially those needed in human resource development. Topics discussed include functions of communication in organisations, system and structure of communication in organisations and communication skills for managers. The topic on communication skills for managers focuses on the listening skill, understanding verbal and non-verbal messages, analysis and documentation, presentation and negotiation. Other topics covered include interpersonal communication, communication in organisational development and communication in training. The latter discusses techniques and delivery of training, communication for trainers and facilitators. At the end of the course students should be able to apply effective communication skills, identify relationships and importance of communication, search for information, practise good team working, write training materials and develop questioning and negotiation skills.

### **SHP 1343      Principles of Human Resource Planning**

The course is designed to develop students' skills in relation to methods and techniques of human resource planning, which is normally applied in the organisation to predict demand and supply of human resource. This relates to aspects such as strategic planning of human resource in the organisation. The course discusses topics such as strategic planning of human resource, human resource planning process, human resource demand and supply, work analysis, work descriptions and specifications, turnover and information for human resource planning. At the end of the course, students should be able to elaborate the importance of planning in the context of human resource management, implement strategic planning in human resource, identify approaches used to determine human resource demand and supply, analyse factors and effects of turnover, and provide information needed in human resource planning. This course also emphasises team work and problem solving.

### **SHP 1353      Statistics in Social Science**

This course introduces students to various statistical analysis and its applications in social science research. The course discusses topics related to statistics as a knowledge source, use and misuse of statistics, types of statistics in social science, types of variables and their measures, frequency distribution, central tendency measures, dispersion measures, normal distribution and standard measures, correlation, regression, statistical tests and inferential statistics. At the end of the course students should be able to employ data collection methods and data presentation methods.

### **SHP 1363      Basic Principles in Malaysian Law**

This course provides an introduction to the students on the legal system of Malaysia and emphasises several areas of law i.e., The Federal Constitution, contract law, tort and social security law. It aims to provide an understanding to the students regarding the legal system of Malaysia and how it is implemented in this country. It will also expose the students adequately to contract law, tort and social security law so that they would understand the concepts, rights and liabilities of parties that are involved in these areas of law. The students will also learn ways to refer to cases so that they understand the legal principles as well as their application. At the end of the course, students should have the ability to apply the basic principles of contract law, tort and social security law and understand their implications in relation to their daily lives. They will also present their decisions and opinions clearly, firmly and confidently either in oral or written form based on facts and the law.

### **SHP 2303      Fundamentals of Research Methodology**

This course is designed to expose students to scientific methods in research design, data collection, analysis and interpretation. The course will also provide an explanation regarding the existence of the management phenomena of human resource development. The course discusses introduction to research

and studies, types of research and their differences, study and evaluation, research design techniques, questionnaire designs, types of sampling, process and techniques of data collection, introduction to research and data analysis, literature review techniques, quantitative and qualitative techniques and report writing. At the end of the course, students should be able to analyse and apply research methods, analyse problems and provide recommendations for problem solving and also deliver information and ideas confidently.

### **SHP 2323 Instructional Technology System**

This course exposes students to the basic usage of instructional technology and materials in teaching and training programmes. Students will be given an understanding about concepts in teaching, the manner in which to choose, produce and use appropriate instructional technology and materials in teaching and training. At the end of this course, students will be able to apply concepts of instructional technology through research in organisations as well as be able to communicate effectively and work in a dynamic group.

### **SHP 2333 Programme Evaluation**

This course introduces students to a systematic approach in evaluating training programmes which are being planned as well as those which have already been implemented. Evaluation will be conducted by applying research methods and evaluation models, which would then be used to make decisions to implement, improve or terminate the training programmes. Some of the issues to be discussed in this course include types of evaluation, foundation and methods of programme evaluation, approaches in the evaluation of training programmes, design of programme evaluation, analysis and interpretation of evaluation findings, delivery of reports, and ethics in programme evaluation. At the end of the course, students should be able to apply training evaluation methods, analyse problems, deliver information and ideas clearly and listen as well as respond actively to other peoples' ideas.

### **SHP 2343 Principles of Training Design**

This course exposes students to training, development and educational and instructional design in order to plan and execute training and development programs. The course discusses aspects of training design and its relevant components particularly training models and the importance of programme design. In addition, specific design needs for e-learning programmes are also discussed. To further strengthen students' understanding, topics such as learning theories, training transfer theories and technological influences are also discussed. After completing this course, students should be able to define and explain the instructional design concept, prepare design documents and implement training programmes. Students should also be able to demonstrate cooperative attitudes when executing group assignments.

### **SHP 2353 Training Needs Analysis**

The course is designed to expose students to systematic approaches in developing training and human resource development programmes. The understanding of training concepts and development, performance deficiency, trainability analysis, organisational analysis, work analysis and individual analysis are among the topics discussed in this course. In addition, students are also taught how to develop competency models as well as performance models. Methods and instruments used in training needs analysis are also discussed thoroughly in this course. At the end of this course, students should be able to apply the theories, method and techniques when implementing training needs analysis. They should also be able to evaluate and identify the criteria of a good competency and performance model.

### **SHP 2363 Skills for Trainers**

This course exposes students to the techniques and methods in delivering training effectively and in handling training sessions. Focus is given on providing knowledge and skills especially on interpersonal

skills such as facilitation skills, providing feedback and working in groups. Apart from that, discussions include presentation skills and challenges of trainers in ensuring transfer of training. Also discussed are the theories and principles of adult learning, contract learning, development of learning plans, preparation of training modules, and logistics. At the end of the course, students should be able to apply the facilitation methods and techniques effectively, prepare the resources and environment for training, manage training participants and conduct training evaluations.

### **SHP 2373 Industrial Supervisory**

The Industrial Supervision programme is designed to provide students with comprehensive understanding of the various aspects of the role of supervisors in industries. The course will also focus on the basic aspects of supervision – from supervising change and performance management to conflict resolution. Effective supervision helps not only getting the work done, but contributes to staff motivation and individual job satisfaction. This course will also help students to gain the knowledge and skills necessary for the positions as leaders responsible towards increasing productivity. In this course, students will understand the approach to effective industrial supervision. Topics discussed include the role of supervisor in planning, organising, controlling, supervisory leadership, communication, employee motivation, handling staff discipline, conflict resolution, performance appraisal, employee training and development.

### **SHP 2383 Interpersonal Communication**

This course emphasises interpersonal communication skills in order to improve understanding and effectiveness of communication in organisations. Among the topics discussed are interpersonal communication theories, principles and misconceptions, verbal and non-verbal message, conflict, and cross cultural communication. All the topics are discussed within the interpersonal communication contexts. At the end of this course, students should be able to understand the interpersonal communication aspects and be able to apply the knowledge when communicating interpersonally. Students should also gain the confidence and skills to work with others in various organisational contexts as well as acquire the personal of a good manager or human resource practitioner.

### **SHP 2393 Behaviour and Behaviour Modification**

The course exposes students to concepts of human behaviour in an organisation, types of behaviours and behaviour modification methods in an organisation as manager in a modification process, individual and group behaviour modification process and the relationship between behaviour modification and the development of an organisation. Students are also taught the techniques and methods that can be used to change negative behaviours to positive behaviours. At the end of this course, students should be able to apply the techniques and methods of identifying negative behaviours and to change the behaviours to positive behaviours.

### **SHP 2403 Performance Management**

The course exposes students to performance management in an organisation in order to achieve optimum employee performance. Emphasis is given on discussions on management activities, performance improvement and the processes involved in enhancing employee performance. The course also highlights dominant factors that influence the improvement of performance, problems encountered in performance development and methods used to assess performance improvement of individuals and also the organisation measurement. Specific steps that should be taken by an organisation in order to enhance performance are also scrutinised and discussed.

### **SHP 2414 Industrial Training**

Students are attached to an organisation in order to expose them to actual human resource development and organisational management practices. During the industrial training stint, learners are expected to be involved in the management processes within the organisation and conduct observations as well as record and assess his or her experiences at the organisation. While undergoing training, learners need to be actively involved and apply the theories learnt in order to make comparisons between theory and practice. Upon completion of training, learners are required to complete and submit a complete report on the background and experiences gathered during training, the management and administrative problems and strategy-based recommendations to solve the problems identified. Students are usually placed under a particular supervisor who will supervise them throughout the training period. The supervisor is encouraged to give the students jobs which are suitable to their field of study. The supervisor is also expected to present a periodic report on the performance of the students. At the end of the training, students are required to write a comprehensive report about the organisation based on their observation and communication in the organisation throughout the training period. The report should include a description of the background of the organisation, the management and administrative problems faced by the organisation, etc. Students are also expected to recommend solutions to the problems they have identified.

### **SHP 2423 Negotiation Techniques**

This course focuses on the aspects of negotiation and consultation and their significance in organisation. The negotiation aspect will include the negotiation process, principles of negotiation, steps and preparation for negotiation, criteria of an effective negotiator, negotiation styles, face to face communication skills and actions to be taken after the negotiation. The consultation aspects will discuss the consultation process, consultation models, types of consultation, types of consultation services, stages in the consultation process, the pros and cons of consultation as well as consultation services and marketing services.

### **SHP 3303 Practicum**

Through this course, students will be given opportunities to apply knowledge and skills learned in actual settings. Students are required to identify clients, carry out training needs analysis, design instructional strategies, develop modules, conduct training, gain feedback from the clients regarding the training conducted/designed and analyse the effectiveness of the training. In the process, students need to work in groups and use their intelligence in making decisions and managing finances. At the end of the course, students should be able to gain actual experience in conducting a full cycle training process.

### **SHP 3313 Adult Learning**

The course exposes students to concepts and principles of adult learning and instils awareness on the importance of adult learning in planning a programme for the development of adult learners. The course focuses on the concept of the need for learning among adult learners, theories and models of learning and development of adult learners from the psychological and biological perspective. Discussion topics include principles of adult learning, related theories and philosophy, individual differences resulting from adult learning and how adult learning can be practised within an industry. At the end of this course, students should be able to relate the process of human growth with adult learning, identify factors that motivate adults to learn, and understand the significance of issues and research in the context of adult learning.

### **SHP 3323 Career Development**

This course exposes students to primary aspects of career development and effective career development planning in industries. Specific focus is given on discussing career development objectives, career development model, career path, factors involved in the selection of a career, as well as processes, career stages and specific issues with regard to career development and the impact of technological advancement on career development. The course also identifies the relationship between organisational needs with individual career needs and the challenges faced by workers and organisations. At the end of this course, students should be able to analyse career development models, and to plan an effective career development path in an industrialised organisation.

### **SHP 3363 Training Management**

This course discusses the functions of training management in the current context of human resource development. The scope of training management includes managing training sections or departments, formulating policies and managing training programmes. It also stresses on the management and planning of training centers which include operational and strategic planning. Apart from that, it also discusses the implementation of training programmes, preparation of cost-benefit analyses, and the roles as well as challenges in the field of training management in Malaysia. At the end of the course, students should be able to develop relevant training policies for organisations, manage training departments / centers according to effective management theories and methods.

### **SHP 3373 Organisational Development**

This course provides knowledge and understanding to students regarding change and development in organisations. The course consists of various topics such as the Definition and Scope of Organisational Development, Models and Theories of Organisational Development, Planning and Managing Change, Processes of Diagnostic and Intervention in Organisations, Evaluation of Organisational Change and Development and the Direction of the Field of Organisational Development. At the end of the course, students should be able to identify the factors of organisational change and development, relate the theories of organisational development process with actual organisational development cases, make conclusions regarding planned changes, and re-evaluate the roles and ethical conflicts faced by human resource development practitioners in organisations.

### **SHP 3383 Industrial Relations Laws**

This course introduces students to the relevant laws related to industrial relations, inter alia, Employment Act 1955, Trade Union Act 1959 and Industrial Relations Act 1967. It will emphasise the regulations and procedures in managing human resource and trade union at work. At the end of the course, students should be able to identify, analyse and apply the relevant laws to industrial relations's problems. Students should also be able to express and present their legal opinion clearly and effectively and defend their ideas confidently.

### **SHP 3393 Cross-Cultural Management**

This course is designed to help enhance students' understanding and awareness regarding the management of organisations in global and diverse environments. The scope of discussion is on the concept of globalisation and its implications on organisational management, the concept of culture in management, cultural diversity models and aspects of motivation, communication, leadership, conflicts, human resource management, decision making process, locus of control, training, industrial relations and ethical issues in the cross-cultural contexts. Also discussed are current issues and the importance of cross-cultural management in organisational management. At the end of the course, students could identify the

similarities and differences of cultures in organisations and take advantage of the diversity of cultures to benefit organisations to increase their competitiveness.

### **SHP 3403 Crisis Management**

This course introduces students to how crisis occurs and the techniques to manage crisis in organisations. Also discussed are the types and phases of organisational crisis, strategies to encounter crisis, components of an ideal crisis management plan, communication crisis, crisis negotiation, and issues as well as challenges in crisis management. At the end of the course, students should be able to identify the scope of crisis management process; apply the knowledge of crisis management to plan, manage and encounter crisis in organisations; practice professionalism and positive values in handling organisational crisis; and be involved in research in the field of crisis management.

### **SHP 3423 Human Resource Information System (HRIS)**

This course exposes students to the use of Computer-Based Information System (CBIS) in facilitating the achievement of competitive advantage of an organisation. This is where the competitive advantage is achieved through the application of advanced technology. The course discusses the HRIS model and how the system aids human resource practitioners in implementing HR tasks more efficiently through the use of information technology. The course focuses on concepts, planning systems and human resource control in the organisation, human resource information system, concepts of HRIS, structure of HRIS, HRIS management and its effectiveness. At the end of the course, students should be able to manage HRIS in an organisation and evaluate capabilities of available systems in the market.

### **SHP 3433 Occupational Safety and Health**

This course exposes students to the legal aspects and practices of safety and health at the work place. The course discusses safety and health concepts encompassed in an area, now regarded as important by various organisations, especially those involved in the field of management. Students will be exposed to the rationale of safety and health concepts as well as their methods of implementation through the legal system of the country. The contents of the course emphasise on the legal aspects, Safety and Health Act 1994, Factories and Machinery Act 1967, Employees Social Security Act 1969, prevention of accidents, risk management, investigation of accidents, safety audits, ergonomics and other current issues pertaining to health at work. At the end of the course, students should be able to identify the importance of safety and health management at the workplace, apply the principles of safety and health management, use their knowledge on relevant laws and regulations, plan safety and health programmes, communicate and co-operate in groups effectively.

### **SHP 3533 Academic Exercise**

This course trains learners to apply the theories and practice of conducting a research. Students are required to carry out a research in the field of human resource development, using quantitative or qualitative methods. Students will be taught how to review the existing literature, design the research method, collect, analyse and interpret data and suggest recommendations. The course offers practice on how to produce a systematic and scientific written report on a topic related to human resource management and development. The written report is based on analysis which may be theoretical or meta-analytical and may take the form of a case study or library research. At the end of the course, students should be able to produce a report that constituted theories, analyses and suitable recommendations.