

HIGHER NITEC IN SERVICES – HUMAN RESOURCE & ADMINISTRATION

Course Code: HSHRA

COURSE OBJECTIVE

This course provides students with the skills and knowledge to support a range of human resource administrative functions in an establishment. It covers topics in recruitment, on-boarding and off-boarding, training administration, processing claims and employee relations and communication.

COURSE STRUCTURE

S/N	Module Details	Module Code	Module Objectives
C1	Business Writing & Presentation 60 hrs (T) 40 hrs (P) Credits: 4 Prerequisite: Nil	BS4008FP	On completion of the module, students should be able to apply business writing and presentation skills in a variety of business contexts.
		Equivalent Code Nil	
C2	Human Resource Practices in Business 60 hrs (T) 60 hrs (P) Credits: 6 Prerequisite: Nil	HR4001FP	On completion of the module, students should be able to apply and execute HR practices with the consideration of current industry trends, business roles and functions.
		Equivalent Code Nil	
C3	Talent Acquisition & Rewards 60 hrs (T) 60 hrs (P) Credits: 7 Prerequisite: Nil	HR5006FP	On completion of the module, students should be able to handle recruitment and onboarding activity, employee payroll and claims reimbursements.
		Equivalent Code Nil	
C4	Learning & Talent Development 60 hrs (T) 60 hrs (P) Credits: 6 Prerequisite: Nil	HR5007FP	On completion of the module, students should be able to provide support in developing employees' capabilities, skills and knowledge to meet both business and personal goals.
		Equivalent Code HR5003FPR	
C5	Employee Engagement & Retention 60 hrs (T) 60 hrs (P) Credits: 5 Prerequisite: Nil	HR5008FP	On completion of the module, students should be able to attend to employee query and coordinate a range of staff-related programmes. Students should also be able to handle a range of associated administrative tasks, including supporting the exit or re-employment process.
		Equivalent Code HR5004FPR	

Abbreviations: T - Theory, P - Practical

CREDITS FOR CERTIFICATION

Total of 28 credits from successful completion of 5 modules.

VENUE

ITE College Central, ITE College East

Note:

- 1) The training schedule of lessons is subject to change.
- 2) Depending on the demand, not all the modules in the CET *Higher Nitec* in Services courses will be offered in each intake. Where the modules are offered and there is insufficient enrolment, the classes will be cancelled and a full refund will be given to the affected students.

