

Level 3 Pearson BTEC Extended Diploma in Business (Human Resource)

Programme Description

This programme is aimed at equipping the trainees with the knowledge and skills necessary to perform any role in the area of human resource across various sectors.

The programme also prepares the trainees to pursue further studies and professional programmes in related discipline.

Programme Objectives

- Provide trainees with the knowledge on the basic principles of human resource management
- Introduce human resource practices
- Engage the trainees with activities which include staff selection, staff training, team building, managing stress, coaching and mentoring, and other tasks in the workplace
- Develop the skills of the trainees in interpersonal relations and human resource management

Duration: 2 years (four semesters) of full time study

Awarding Body: Pearson/Edexcel

Assessment

The evaluation is a quality control-led system, where the theoretical and the practical skills are assessed through classroom activities, projects, assignment, practical activity and final exam.

On-the-Job Training

To ensure practical learning, trainees are required to complete the OJT programme in any private or government sectors.

Qualification Certificates

Upon the completion of the requirements of the programme, a trainee shall receive certificates from Pearson and Bahrain Training Institute.

Career Options

After passing the BTEC Level 3 Extended diploma in Business (Human Resource), the trainee can apply for the following job opportunities:

- Human Resources Specialist
- Recruitment Specialist
- Training and Development Specialist
- Personnel Specialist

Programme Structure

Year 1

First Semester

UNIT TITLE	UNIT CODE	PRE-REQUISITE
Basic English for Business 1	ECL 312	
Business Statistics	EMA 311	
Study and Employability Skills	EBU 311	
Understanding Health and Safety in the Business Workplace	ESH 310	
Understanding Business Ethics	EBU 316	
The Business Environment	EBU 321	
Business Resources	EBU 323	

Second Semester

Basic English for Business 2	ECL 322	ECL 312
Presenting Information Using IT	EIT 310	
Introduction to Marketing	EBU 325	EBU 321
Business Communication	EBU 320	EBU 321
Managing a Business Event	EBU 313	
Managing Business Information	EBU 326	

Year 2

First Semester

English for Business 1	ECL 332	ECL 322
Business and Economic Environment	EBU 330	EBU 321
Business Project Management	EBU 322	EBU 313
Developing Teams in the Business	EHR 342	EBU 313
Aspects of Employment Law	EHR 332	EBU 323
Human Resources Management in Business	EHR 333	EBU 323, EBU 321

Second Semester

English for Business 2	ECL 342	ECL 332
Starting a Small Business	EBU 341	
Development Planning for a Career in Business	EHR 340	EHR 333, EHR 332
Training in the Business Workplace	EHR 341	EHR 333, EHR 332
Recruitment and Selection in Business	EHR 331	EHR 333, EHR 332
The Impact of Communication Technology on Business	EBU 340	EBU 321, EBU 323, EBU 320, EBU 325