

ADVANCED DIPLOMA IN BUSINESS WITH HUMAN RESOURCE MANAGEMENT (HRM)

The SQA Advanced Diploma in Business with HRM is designed for students who wish to pursue a career in Human Resource Management or a range of general business/management positions. This course is designed to equip students with an understanding of human resource issues and practices within a changing business environment.

Year 1

- Accounting for Business: An Introduction
- Business Law: An Introduction
- Communication: Business Communication
- Creating a Culture of Customer Care
- Economic Issues: An Introduction
- Grievance and Discipline Handling
- Human Resource Management: Introduction
- Business Fundamentals with Emerging Technologies
- IT in Business: Spreadsheets
- Managing People and Organisations
- Marketing: An Introduction
- Business with HRM: Graded Unit 1

Year 2

- Economics: Micro and Macro Theory and Application
- Business Contractual Relationships
- Managing Business Culture and Strategy
- Economics: The World Economy
- Human Resource Management Practice
- Project Management: Strategy, Decision Making and Risk
- Preparing Financial Forecasts
- Statistics for Business
- Continuous Workforce Development
- Business with HRM: Graded Unit 2

Career Opportunities:

Human Resources Assistant

Training Co-ordinator

Payroll Specialist

Recruiter

Office Manager