

# DIPLOMA OF MANAGEMENT

Programme Code: BSB51915

## Program Description

The BHCK Diploma of Management aims at providing the skills and knowledge in management practices today. The program develops skills in project management, principles of management, business communication, human resources and organisational behaviour. The first year of the curriculum is oriented towards a basic understanding of the business environment where you will learn basic skills and concepts. The Diploma has a strong focus on financial judgement, critical thinking, management techniques, risk management and conflict resolution. In addition the curriculum encompasses strategic management and risk management.

## Career Pathway

Students with a diploma of Management are able to continue toward a Bachelor's Degree in Management or you can apply for entrance level roles in leadership and management across a range of enterprise and industry contexts.

## Diploma Components

The 63 credits of the Diploma are composed of:

- 18 credits of General Education courses
- 30 credits of Core Business courses
- 15 credits of Specialist courses

### General Education Courses – All BHCK Mainstream students take these courses

| Course Code  | Course Title  | Credits   |
|--------------|---|-----------|
| STA100       | Elementary Statistics                                 | 3         |
| MAT100       | Basic Math  | 3         |
| ENG110       | Critical Reading and Writing 1                        | 3         |
| ENG210       | Critical Reading and Writing 2                        | 3         |
| IT111        | Business Technology                                   | 3         |
| ARB110       | Arabic Language                                       | 3         |
| ARB110-F(N)  | Arabic as a Second Language (for non-Arabic speakers) |           |
| <b>Total</b> |   | <b>18</b> |

### Core Business Courses – All Business Students take these courses

| Course Code  | Course Title                       | Credits   |
|--------------|------------------------------------|-----------|
| BUS101       | Introduction to Business           | 3         |
| BUS200       | Public Speaking                    | 3         |
| MGT101       | Principles of Management           | 3         |
| ECO101       | Principles of Microeconomics       | 3         |
| ACC101       | Principles of Accounting           | 3         |
| HR203        | Human Resources                    | 3         |
| BUS202       | Fundamentals of Project Management | 3         |
| MGT201       | International Business             | 3         |
| MGT220       | Strategic Management               | 3         |
| ECO102       | Principles of Macroeconomics       | 3         |
| <b>Total</b> |                                    | <b>30</b> |

### Specialist Courses – Only Management Students take these courses

| Course Code  | Course Title                   | Credits   |
|--------------|--------------------------------|-----------|
| ORG222       | Organizational Behaviour       | 3         |
| OPR201       | Operations and Risk Management | 3         |
| MKT101       | Principles of Marketing        | 3         |
| LDR202       | Leadership                     | 3         |
| FIN101       | Principles of Finance          | 3         |
| <b>Total</b> |                                | <b>15</b> |

**Total Credits for Diploma of Management**

**63**

|   |                                     |
|---|-------------------------------------|
| Course:   | <b>STA100 Elementary Statistics</b> |
| B.H.I. Codes:   | N/A                                 |
| This course introduces modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, confidence intervals, hypothesis testing, linear regression, and correlation. |                                     |
| Prerequisites:  | MAT100, Basic Math                  |
| Co-requisites:  | None                                |
| Course Load:  | 3 cr. hrs. p/w                      |
| Duration:   | 48 hrs.                             |

|  |                                |
|--|--------------------------------|
| Course:  | <b>MAT100 Basic Math</b>       |
| B.H.I. Codes:  | N/A                            |
| This is an intermediate-level course building on the mathematics material covered in the Foundation Program. The subject matter encompasses areas of utmost importance for a college student in any discipline, and gives the students a strong foundation of those concepts, particularly as regards practical skills and problem-solving strategies. Topics include: Percentages, ratios, statistics, algebra, and others. |                                |
| Prerequisites:   | MS030 Foundation or equivalent |
| Co-requisites:   | None                           |
| Course Load:   | 3 cr. hrs. p/w                 |
| Duration:  | 48 hrs.                        |

|  |  |
|--|--|
| Course:  | <b>ENG110 Critical Reading and Writing 1</b> |
| B.H.I. Codes:  | N/A  |
| In any undergraduate programme, students are required to read and comprehend extensive, detailed written texts and write reports, summaries, and other academic papers. This course helps them to succeed in their undergraduate courses by improving their skills in reading and writing. It builds on the skills that they studied and practiced in previous levels. |  |
| Prerequisites:   | ENG030 Foundation or equivalent              |
| Co-requisites:   | None   |
| Course Load:   | 3 cr. hrs. p/w                               |
| Duration:  | 48 hrs.                                      |

|   |  |
|---|--|
| Course:   | <b>ENG210 Critical Reading and Writing 2</b> |
| B.H.I. Codes:   | N/A  |
| <p>This course is a continuation of Critical Reading and Writing 1, reinforcing the skills students learned in the previous semester. Critical Reading and Writing 2 helps students to succeed in their mainstream courses by improving their skills in reading and writing. In the course, students focus on comprehending and analysing readings similar to those in their mainstream courses. They learn research skills and practice writing reports, summaries, responses and other academic papers that are comparable to the writings in their mainstream courses.</p> |  |
| Prerequisites:  | ENG110                                       |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w                               |
| Duration:   | 48 hrs.                                      |

|  |   |
|--|---|
| Course:  | <b>IT111 Business Technology</b>  |
| B.H.I. Codes:  | BSBINM401 Implement Workplace Information System<br>BSBMGT407 Apply digital solutions to work processes |
| <p>This is an intermediate-level course building on the information technology material covered in the Foundation I.T. course. The subject matter encompasses four relatively discrete office productivity programs (word processing, spreadsheets, electronic presentations, and databases), with a strong emphasis on real-world application. The functions and usage of the software are taught through a hands-on approach whereby the students learn to utilize the software by performing multiple tasks as encountered in the workplace or other professional environments.</p> |   |
| Prerequisites:   | CS030 Foundation or equivalent  |
| Co-requisites:   | None  |
| Course Load:   | 3 cr. hrs. p/w  |
| Duration:  | 48 hrs.   |

|  |                               |
|--|-------------------------------|
| Course:  | <b>ARB110 Arabic Language</b> |
| B.H.I. Codes:  | N/A                           |
| <p>This course is designed for students whose first language is Arabic. It focuses on the Arabic language as spoken from earliest times to the present. It includes Arabic philology, Classical Arabic, Modern Standard Arabic, and Arabic dialects. The multiplicity of the Arabic language, as well as the coexistence of colloquial and modern Arabic, is addressed in this course. The course intends to alert students to the wealth and intricacies involved in learning the Arabic language and its many cultures. The course emphasizes all four skills (reading, writing, listening and speaking). Vocabulary and grammar are expanded. It is taught in Arabic.</p> |                               |
| Prerequisites:   | None                          |
| Co-requisites:   | None                          |
| Course Load:   | 3 cr. hrs. p/w                |
| Duration:  | 48 hrs.                       |

|   |  |
|---|--|
| Course:   | <b>ARB110-F(N) Arabic as a Second Language</b> |
| B.H.I. Codes:   | N/A  |
| <p>This course is designed for students whose first language is not Arabic. It introduces students to the Arabic alphabet and script of modern written Arabic. It develops the students' knowledge in the four skill areas of reading, writing, listening and speaking. With a modern approach, it uses popular media and themes relating to contemporary experience. It is taught in Arabic.</p> <p>Note: As the number of students who are eligible for this course is small and will fluctuate each semester, this course will not necessarily be offered every semester. It will be offered when there is sufficient demand due to student numbers (for example, every other semester).</p> |  |
| Prerequisites:  | None   |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w                                 |
| Duration:   | 48 hrs.  |

|   |   |
|---|---|
| Course:   | <b>BUS200 Public Speaking</b>   |
| B.H.I. Codes:   | BSBCMM401 Make a Presentation<br>BSBCRT401 Articulate, present & debate ideas |
| <p>This course provides students with the practical experience required to prepare, deliver and review a presentation to a target audience. Learners will learn how to effectively target an audience, deliver a presentation using effective presentation aids and monitor and review their presentations, in order to improve presentation performance.</p> |   |
| Prerequisites:  | None  |
| Co-requisites:  | None  |
| Course Load:  | 3 cr. hrs. p/w  |
| Duration:   | 48 hrs.   |

|  |  |
|--|--|
| Course:  | <b>ECO101 Principles of Microeconomics</b> |
| B.H.I. Codes:  | N/A  |
| This is an introductory course in microeconomic theory. The course focuses on examining the behaviour of individuals and firms in the market and the implications of their choices, using basic economic principles and tools. |  |
| Prerequisites:   | MAT100 Basic Math                          |
| Co-requisites:   | None                                       |
| Course Load:   | 3 cr. hrs. p/w                             |
| Duration:  | 48 hrs.                                    |

|  |  |
|--|--|
| Course:  | <b>ECO102 Principles of Macroeconomics</b> |
| B.H.I. Codes:  | N/A  |
| This course provides an overview of basic economic concepts and institutions, the nature of economic activity and an analysis of the function of the economic system. Students examine how an economy allocated and uses resources, and they evaluate its economic condition, students also study the interdependency of global economies. |  |
| Prerequisites:   | ECO101 Principles of Macroeconomics        |
| Co-requisites:   | None                                       |
| Course Load:   | 3 cr. hrs. p/w                             |
| Duration:  | 48 hrs.                                    |

|  |  |
|--|--|
| Course:  | <b>ACC101 Principles of Accounting</b> |
| B.H.I. Codes:  | N/A                                    |
| The Principles of Accounting course will provide the essential skills and knowledge required to understand the accounting cycle and to be able to prepare and maintain the daily accounting records (journal, ledger, financial statements) and the business documents like invoices and banking documents. It includes the processing of financial transactions and how to extract interim reports; the functions involved in preparation and processing of routine financial documents, preparing journal entries, posting journals to ledgers, preparing, banking and reconciling financial receipts, extracting a trial balance and interim reports and how to record general journal adjustment entries and to prepare end of period financial reports. |  |
| Prerequisites:   | None                                   |
| Co-requisites:   | None                                   |
| Course Load:   | 3 cr. hrs. p/w                         |
| Duration:  | 48 hrs.                                |

|   |   |
|---|---|
| Course:   | <b>HR203 Human Resources</b>  |
| B.H.I. Codes:   | BSBHRM405 Support the recruitment, selection and induction of staff<br>BSBMGT502 Manage People Performance<br>BSBHRM513 Manage workforce planning |
| This course teaches the skills and knowledge required to execute tasks associated with the recruitment cycle and how to manage the performance of staff who report to them directly. It makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers. |   |
| Prerequisites:  | BUS101 Introduction to Business, MGT101 Principles of Management  |
| Co-requisites:  | None  |
| Course Load:  | 3 cr. hrs. p/w  |
| Duration:   | 48 hrs.   |

|   |  |
|---|--|
| Course:   | <b>BUS202 Fundamentals of Project Management</b> |
| B.H.I. Codes:   | BSBPMG522 Undertake project work<br>Internship   |
| This course addresses the management of projects including the development of a project plan, administering and monitoring the project, finalizing the project and reviewing the project to identify lessons learnt for application to future projects as well as effectively developing the budget for the project. The project component of this course prepares the students to undertake professional internships within the industry in the latter part of the course. |  |
| Prerequisites:  | All courses in stages 1 and 2                    |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w                                   |
| Duration:   | 48 hrs.  |

|   |  |
|---|--|
| Course:   | <b>MGT201 International Business</b>   |
| B.H.I. Codes:   | BSBMKG512 Forecast International Markets<br>BSBMKG513 Promote Products and Services to International Markets |
| This course covers various components of International Business and discusses in detail methods to forecast international markets and business needs. In addition, it covers the necessary tools required for promoting products and services to international markets. |  |
| Prerequisites:  | LDR202 Leadership, HR203 Human Resources   |
| Co-requisites:  | BUS202   |
| Course Load:  | 3 cr. hrs. p/w   |
| Duration:   | 48 hrs.  |

|   |  |
|---|--|
| Course:   | <b>LDR202 Leadership</b>   |
| B.H.I. Codes:   | BSBLDR501 Develop and use emotional intelligence<br>BSBLDR502 Lead and manage effective work place relationships |
| This unit covers the theoretical and practical leadership competence necessary to manage at a senior level. In addition, the course covers the aspects of emotional intelligence and influence in the leadership processes. |  |
| Prerequisites:  | BUS101 Introduction to Business, MGT101 Principles of Management   |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w   |
| Duration:   | 48 hrs.  |

|  |  |
|--|--|
| Course:  | <b>MGT101 Principles of Management</b> |
| B.H.I. Codes:  | N/A                                    |
| This covers the essential principles of management including planning, organizing, leading and controlling a business at different levels. In addition the course covers decision-making processes and ethics, and the social reasonability component of businesses. |  |
| Prerequisites:   | BUS101, Introduction to Business       |
| Co-requisites:   | None                                   |
| Course Load:   | 3 cr. hrs. p/w                         |
| Duration:  | 48 hrs.                                |

|   |  |
|---|--|
| Course:   | <b>MGT220 Strategic Management</b>                               |
| B.H.I. Codes:   | BSBINN601 Lead and manage organisational change                  |
| This course covers the skills and knowledge required to determine strategic change requirements and opportunities, and to develop, implement and evaluate change management strategies. |  |
| Prerequisites:  | BUS101 Introduction to Business, MGT101 Principles of Management |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w   |
| Duration:   | 48 hrs.  |

|   |  |
|---|--|
| Course:   | <b>ORG222 Organizational Behaviour</b>       |
| B.H.I. Codes:   | BSBWOR502 Lead and manage team effectiveness |
| This course teaches the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroups. |  |
| Prerequisites:  | BUS101 Introduction to Business              |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w                               |
| Duration:   | 48 hrs.                                      |

|  |  |
|--|--|
| Course:  | <b>OPR201 Operations and Risk Management</b>             |
| B.H.I. Codes:  | BSBMGT517 Manage operational plan<br>BSBR501 Manage Risk |
| This course covers the skills and knowledge required to develop and monitor the implementation of an operational plan to provide efficient and effective workplace practices within the organizations' productivity and profitability plans as well as analysing the risks associated in this process. |  |
| Prerequisites:   | MGT220 Strategic Management                              |
| Co-requisites:   | None   |
| Course Load:   | 3 cr. hrs. p/w   |
| Duration:  | 48 hrs.  |

|   |  |
|---|--|
| Course:   | <b>MKT101 Principles of Marketing</b>  |
| B.H.I. Codes:   | BSBMKG417 Apply marketing communication across a convergent industry<br>BSMKG418 Develop & apply knowledge of marketing communication industry |
| This course covers the essentials of marketing including the key concepts such as methods of analysis, strategies and tactics, critical to managing a profitable customer relationship, and analysing consumer behaviour in the market place. |  |
| Prerequisites:  | N/A  |
| Co-requisites:  | None   |
| Course Load:  | 3 cr. hrs. p/w   |
| Duration:   | 48 hrs.  |



|  |  |
|--|--|
| Course:  | <b>BUS101 Introduction to Business</b> |
| B.H.I. Codes:  | N/A                                    |
| This introduces all concepts of management while focusing on delivering a state of the art customer service, and at the same effectively managing a diverse workplace. |  |
| Prerequisites:   | None                                   |
| Co-requisites:   | None                                   |
| Course Load:   | 3 cr. hrs. p/w                         |
| Duration:  | 48 hrs.                                |

|  |  |
|--|--|
| Course:  | <b>FIN101 Principles of Finance</b>                |
| B.H.I. Codes:  | N/A  |
| This is an introductory course. The objective is to understand the basic concepts, principles, and functions of basic finance. Topics include the time value of money, valuation of bonds and stocks, financial analysis and working capital management. |  |
| Prerequisites:   | BUS101 Introduction to Business, MAT100 Basic Math |
| Co-requisites:   | None   |
| Course Load:   | 3 cr. hrs. p/w                                     |
| Duration:  | 48 hrs.  |