



2022

Undergraduate Programmes

**S R NATHAN SCHOOL OF
HUMAN DEVELOPMENT**

**BACHELOR OF
HUMAN RESOURCE
MANAGEMENT
WITH MINOR**

(PART-TIME PROGRAMME)



Programme Overview

The human resource (HR) profession has been identified by the government as a key strategic pillar for driving and building a future-ready workforce in Singapore. HR is seeing a shift in roles and responsibilities as it becomes even more strategic to businesses. The HR professional must have the vision and ability to design and implement appropriate strategies to attract, develop and retain talent in their organisations. The Bachelor of Human Resource Management (BHRM) programme aims to produce competent professionals grounded in business and with specific HR domain knowledge to tackle challenging human capital management issues in the modern workplace.

Designed and developed by practitioners and faculty in consultation with the industry, the programme is built around three domains of knowledge and competencies: business, psychology and HRM. The multidisciplinary electives included in the programme are chosen to enhance the expertise of HR professionals.

Our Edge

This degree programme is the only HRM degree offered by an autonomous university in Singapore. The carefully curated programme combines essential topics in the social sciences, business and HR functions. With both theoretical and practitioner focus on HRM, this programme offers both existing and aspiring HR professionals the specialised knowledge and competencies in key HR functions to apply across a variety of organisations, from start-ups to multinationals, and non-profit organisations to government organisations.

The curriculum also features general electives for students to have the flexibility to read courses that are not prescribed in the curriculum and pick up skills according to their interests and career goals.

All courses are designed and taught by faculty and professionals from the industry. This will prepare graduates with the core HR competencies needed to understand, implement and develop meaningful HR policies and practices that promote employee and organisational effectiveness in the modern workplace.



Why is the Singapore University of Social Sciences Unique?

Studying in the Singapore University of Social Sciences (SUSS) means that working adults are able to enrich themselves academically without compromising their careers, families or social lives. All our classes are conducted in the evenings and during weekends. To supplement the classes, study guides are provided so that self-study is possible without attending classes.

Application of gained knowledge and competencies is immediate as the curriculum is designed to be academically rigorous and industry-relevant for working adults.

Whom is this for?

This programme is suitable for human resource professionals who are keen to acquire knowledge and competencies in key human resource functions, so as to understand, implement and develop meaningful human resource policies and practices that promote employee and organisational effectiveness in the modern workplace.

It is also open to those who are keen to acquire skills in HRM core competencies, such as:

- Organisational development
- Industrial relations
- Training and development
- Performance management
- Talent management
- Total rewards and benefits
- Recruitment

Career Prospects

Graduates from the Bachelor of Human Resource Management programme can look forward to enriching careers as human resource professionals in generalist or specialist roles.

Programme Structure

Students are required to complete a total of 130 credit units (cu) to graduate with a basic degree, inclusive of 65 cu of HRM compulsory courses, 10 cu of SUSS Core courses, 15 cu of General Electives which are courses offered under the General Studies Programme (course pre-requisites apply), and a minor course (40 cu) of your choice. All courses are 5 cu unless stated otherwise.

Please refer to the SUSS website for details of the minor courses.

Compulsory Courses (Total 65 cu)

Level 1

- Business Skills and Management
- Statistics

Level 2

- Human Behaviour in Organisations
- Employment Law and Industrial Relations
- Training and Development
- Team Dynamics

Level 3

- Project Management
- Total Reward Design and Management
- Talent Management
- Performance Management
- Leadership Development
- Workforce Planning
- Assessment and Selection

General Elective Courses (Choose 15 cu)

- Choose any courses offered under the General Studies Programme (course pre-requisites apply)

A Sample of Courses Available

Level 1

- Introduction to Social Sciences

Level 2

- Social Science Research Methods
- Work Motivation
- Economic Ideas and Models for Business
- Essentials of Financial Management
- Managing Industrial Relations Processes (with Ong Teng Cheong Labour Leadership Institute)
- Labour and Manpower Policies in Singapore (with Ong Teng Cheong Labour Leadership Institute)

Level 3

- Financial Instruments, Institutions and Markets
- Human Capital Measurement
- Global Human Resource
- Interviewing Techniques

ADMINISTRATIVE DETAILS

Admission Criteria

Applicants must be a Singapore citizen, a permanent resident or a resident in Singapore, and need to meet the following minimum requirements:

- GCE 'A' Level with two passes (prior to 2006) or two H2 passes (from 2006); or local Polytechnic Diploma; or International Baccalaureate (IB) Diploma; or NUS High School Diploma. Applicants with a Diploma from ITE, or other Diploma qualifications plus an acceptable SAT or ACT (with Writing) score may be considered for admission on a case-by-case basis;
- Two years of full-time work experience, or currently employed on a full-time basis; and
- At least 21 years old.

The minor course in Military Studies may have additional requirements. Please visit suss.edu.sg for more details.

Shortlisted applicants may be required to undergo one or more interview(s) and/or take written admission or other evaluation tests as may be prescribed by SUSS from time to time.

All applications are considered individually on merit, and the offer of admission is dependent on the number of places available in individual programmes. Admission is solely at the discretion of SUSS and the decision is final and binding. SUSS reserves the right to refuse admission and is not obliged to offer an explanation for the non-admission of unsuccessful candidates.

How to Apply

Applications are to be made online via suss.edu.sg. You must submit all the required documents together with your admission application. Incomplete applications will not be considered.

Tuition Fees and Government Subsidy

The amount of course fees you pay in each semester depends on the number of courses you take in that semester. The course fees cover all study materials, classes, tutor supervision, assignments and examinations. They do not include fees for textbooks and other additional items specified by SUSS from time to time.

The Tuition Fee Subsidy (TFS) from the Singapore Government comes in the form of a tuition grant administered by the Ministry of Education (MOE) and is offered to all eligible admitted students studying for part-time undergraduate programmes at SUSS. Singapore Citizens aged 40 and above who are pursuing MOE-subsidised undergraduate programmes with SUSS and who are eligible for the SkillsFuture Mid-Career Enhanced Subsidy will enjoy a higher subsidy.

All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose from the courses available on the SkillsFuture Credit course directory.

Please visit suss.edu.sg for current tuition fees and eligibility criteria for the government subsidy and SkillsFuture Mid-Career Enhanced Subsidy.

Internet Access

All SUSS students must have access to a computer/ laptop and the Internet in order to use the electronic and website facilities which allow access to course, academic and administrative information.

✉ student_recruitment@suss.edu.sg

☎ 6248 9777

🖱 suss.edu.sg

📘 suss.sg

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🌐 Singapore University of Social Sciences

Information is correct at time of print (August 2021)



HRM-MA3