

CONCEPT NOTE

Career Guidance Unit
Faculty of Arts
University of Colombo

Certificate Course in Human Resource Management and Business Management

1. Introduction

Career Guidance Unit, Faculty of Arts seeks the permission of the Senate of the University of Colombo to offer a Certificate Course in Human Resource Management and Business Management. The course is expected to commence in September, 2022.

2. The Need

In modern organization, irrespective of the field of operation or its business it conducts, the way of managing both business operation and the human resource leads to the success or failure in line with its productivity, profitability and survival in the long term. Given the realization of the ideological context, organizations at present operate across boundaries, embrace diversity of many functional specializations including, manufacturing, finance, marketing, customer service, and quality management and information technology. With respect to this conceptualization, in accordance with the role of the line manager and the human resource manager has given the rising responsibilities to follow with the immense accountability in practice. With respect to the understanding of the modern context modulation of the program intends to provide learning partners with a thorough realization of the business management and the human resource management grounded experience through a combination of classroom discussions and the aligned pedagogical applications. A learning endeavor of this nature would expose stakeholders to realization of practical realities of the organizational operation to assure the creation of best value from their staff through better understanding of the need for appropriate management application, modernized systems, and the growth and development of industry, communications and leadership.

3. Objectives

Upon the completion of this course, the learning partners would be able to:

- i) **Understand and realize** the localization of the basic concepts of sourcing, developing, rewarding and retaining talent in organizations while managing the operations.
- ii) **Recognize and discuss** trends and the modernization of the application of strategies to address key issues of managing business.
- iii) **Develop and adopt realistic** conceptual realities to develop business uniqueness.
- iv) **Enable** highest level of employability for the participant in modern industrial context.

4. Target Group

3rd year and 4th year undergraduates of Faculty of Arts.

5. Admission Requirements

To be admitted as a student of this course, a candidate should possess any one of the following qualifications:

a) 3rd year or 4th year undergraduate of Faculty of Arts.

AND

b) Passing the selection test successfully.

6. Medium of Instruction

English / Sinhala / Tamil (Bilingual)

7. Course Fee:

Free of charge for Faculty of Arts undergraduates

8. Course Duration:

Three months (60 contact hours)

9. Teaching Methodology

Classroom discussions, case study analysis, presentations, industrial training tour

10. Evaluation

- i) Mid-course assignment and work-shop participation (Compulsory) (40%)
- ii) Final examination (60%)
- iii) 90% class attendance

11. Syllabus

Will be concentrating on the followings,

1. Introduction to business
2. Management in practice
3. Talent acquisition development and management in practice (HRM)
4. Functions and operation of HRM
5. HR information system applications
6. HRM in Operation.
7. Skills for HR professionals