



**LINCOLN**  
UNIVERSITY COLLEGE  
DKU016 (B)



ISO 9001:2015 Certified

# Bachelor of Business Administration in Human Resource Management

(R2/0414/6/0295) (03/25) (MQA/FA 4707)



## PROGRAMME DESCRIPTION

The curriculum for the Bachelor of Business Administration in Human Resource Management is structured in such a manner so that it compliments other academic pursuits at the Lincoln University College. A greater portion of the curriculum is devoted to teaching the relationship between the human being and that of the environment in a manner that the students from the management faculty can understand and devise solutions and programs for mitigation that would ultimately have these two disciplines working side by side. The curriculum for the Bachelor of Business Administration in Human Resource Management is also structured such that the students from Faculty of Business and Accounting from Lincoln University College and from environment, health, social sciences, and law students from outside of the Lincoln University College could enroll in the program to enrich their capacity in the field of human resource in order to broaden their sphere of opportunities in the marketplace. The emphasis of the programme on improving the quality of life cuts across all the academic disciplines at Lincoln University College.

## CAREER OPPORTUNITIES

HRM is critical to organizational effectiveness because it addresses how to motivate people and build teams in addition to the traditional personnel functions. According to the government salary scale, the basic salary of SPM is RM 800.00 with allowances amounting to about RM 950.00. The above salary pattern shows that graduates with a Bachelor of Business Administration in Human Resource Management qualification are high in demand because the salary scale is RM2000. However, in companies, a professional with a portfolio of Bachelor of Business Administration in Human Resource Management and experience will bring in RM2000 to RM3500. If the professional proceeds to a MBA or masters degree and finds the means to progress to advance positions in the industry, the most appropriate figure on the pay slip should be around RM 4000.00 or more. They could search for employment in human resources departments and industrial or labor relations organizations. Some potential careers might include:

- Human resources generalist • Employee benefits manager • Human resources manager • Human resources development specialist
- Occupational analyst • Employee training program manager

## PROGRAMME AIM

The program will provide students with the opportunity to specialize in human resource management while still being able to select electives in the more generic management and vocational fields of industrial relations and management - service and operations.

The specific aims of the program are:

- To equip the student with professional and technical competence and the management of change and conflict related to the management of human resources.
- To manage and coordinate people to achieve strategic business objectives with respect to staff recruitment, selection and development; employee relations management; staff training; job evaluation; change management; and occupational health and safety.
- To provide acquaintance with new developments in the field human resources management with the development of leadership skills to implement organizational effectiveness;

## PROGRAMME DURATION

Duration : 36 Months

## INTAKE AND ENTRY REQUIREMENTS

1. March, 2. July, 3. November

- ▶ Passed Malaysian Higher School Certificate (STPM) with a minimum CGPA of 2.00 or Grade C in two subjects; or
- ▶ A-Level pass with a full pass in 2 subjects; or
- ▶ Pass Certificate Sijil Tinggi Agama Malaysia (STAM) to get Jayyid in 3 subjects; or
- ▶ Pass Unified Examination Certificate ( UEC ) with at least a grade B in 5 subjects ; or
- ▶ Pass Foundation / Foundation Programme / Foundation / from any IPTA / IPTS to get Minimum CGPA of 2.00; or
- ▶ Malaysia ministry passed the Matriculation Programme with minimum CGPA of 2.00; or
- ▶ Graduate Diploma (Level 4 Qualifications Framework (MOH ) ) of the institution recognized by the Malaysian government to minimum CGPA of 2.00; or
- ▶ Passed Higher National Diploma ( HND ) (Level 4 , MOH ) with a minimum CGPA 2.00; or
- ▶ Other qualification equivalent by the Government of Malaysia

## Call us:

1 300 880 111 (Malaysia)  
+603 78063478 (International)

Web : [www.lincoln.edu.my](http://www.lincoln.edu.my) | E-mail : [info@lincoln.edu.my](mailto:info@lincoln.edu.my)

Kolej Universiti Lincoln, No. 12, 14, 16 & 18, Jalan SS 6/12, 47301 Petaling Jaya, Selangor

No. 2, Jalan Stadium, SS 7/15, Kelana Jaya, 47301, Petaling Jaya, Selangor Darul Ehsan, Malaysia.

## English Requirements :

International students must have proof of good proficiency in verbal and written English. For example, International English Language Testing System (IELTS) score of 5.5 or its equivalent. If a student does not meet this requirement, HEPs must offer English proficiency courses to ensure that the student's proficiency is sufficient to meet the needs of the programme.

Sl. No.	Subject Name
1.	Business English I
2.	Business Communication
3.	Principles of Management
4.	Introduction to Accounting
5.	Fundamental of Computer Principles & Programming
<b>Elective (Choose any one module from the following):</b>	
6.	Islamic Civilization and Asian Civilization
7.	Malay Communication 3
8.	Organizational Behaviour
9.	Sociology
10.	Principles of Marketing
11.	Internet Fundamental & Applications
12.	Business English II
<b>Elective (Choose any one module from the following):</b>	
13.	Ethnic Relations
14.	Malaysian Studies 3
15.	Human Resource Management
16.	Human Resource Planning and Staffing
17.	Leadership Skills and Human Relations
18.	Microeconomics
19.	Project Management
20.	Business Organization
21.	Performance Appraisal
22.	Company Law
23.	E-Commerce
24.	Business Ethics
25.	Quantitative Methods
26.	Introduction to Financial Accounting
27.	International Business Management

28.	Macroeconomics
29.	Malaysia Government and Public Policy
30.	Community Service
31.	Industrial Relations and Employment Law
32.	Business Law
33.	International Human Resource Management
34.	Compensation Management
35.	Occupational Safety and Health Management
36.	Psychology
37.	Human Resource Development
38.	Strategic Management
39.	Entrepreneurship
40.	TQM and Six Sigma (TSS)
41.	Business Research Methods
42.	Human Resource Information System
43.	Project Paper



## Call us :

1 300 880 111 (Malaysia)  
+603 78063478 (International)

Web : [www.lincoln.edu.my](http://www.lincoln.edu.my) | E-mail : [info@lincoln.edu.my](mailto:info@lincoln.edu.my)