



武汉理工大学 国际教育学院

厚德博学
追求卓越

HND专业介绍

及课程设置



国际理财专业介绍

专业简介

本专业培养学生创新思维、活学活用能力，从金融市场、金融机构、金融产品及服务，和金融监管体系方面培养学生认知东、西方金融体系的差异，熟悉国内外金融机构的职能和体系。培养学生熟悉国内外金融行业方针、政策和法规，激励学生融汇贯通学科知识，参与到金融服务与创新中，提高专业学科知识在实践中的运用水平，具有一定的科学研究和实际工作能力。通过本专业课程的学习，学生将具备坚实的中、英双语沟通和写作能力，金融服务能力以及熟练运用信息技术软件能力，同时具备数理统计、计算机操作、解决问题、财务规划，团队合作的能力。

核心课程

个人理财服务、保险学原理、所得税、投资学、养老金储备、金融服务业规范、国际金融贸易、个人与商业借贷、商务沟通技巧、商务会计、经济学、研究技巧、国际理财：分等级考试1-3等。

就业前景

本专业毕业生在国内学习所获学分获得英国苏格兰学历认证委员会认可，完成国内专业学习后，可通过后续海外1-2年的学习获得欧美高校的学士及硕士学位，海外学习对接专业涵盖金融学、经济学、企业管理、市场营销等。本专业可在国内外各类金融机构，如投资银行、商业银行、证券公司、保险公司从事金融管理和证券投资的工作，对个人和各类企业提供财务分析、规划、管理和咨询服务。在国内外各类企事业单位、跨国公司和咨询公司从事零售或批发的金融管理业务，也可在研究院校和科研院所从事学科研究。

国际理财课程设置

| 课程名称 (中文) | 课程名称 (英文) | 学分 |
|----------------|--|------------|
| 专业阶段第一年 | | |
| 商务会计 | Business Accounting | 16 |
| 商法导论 | Business Law : An Introduction | 8 |
| 商务英语交流 | Workplace Communication in English | 8 |
| 商务沟通技巧 | Communication : Business Communication | 8 |
| 客户服务文化构建 | Creating a Culture of Customer Care | 8 |
| 经济学导论 | Economic Issues : An Introduction | 8 |
| 金融业导论 | Financial Sector : An Introduction | 8 |
| 信息技术: 应用软件1 | Information Technology : Applications Software 1 | 8 |
| 信息技术: 应用软件 2 | Information Technology : Applications Software 2 | 8 |
| 人力与组织管理 | Managing People and Organisations | 16 |
| 市场学导论 | Marketing : An Introduction | 8 |
| 个人理财服务 | Personal Financial Services | 16 |
| 国际理财: 分等级考试 1 | Financial Services : Graded Unit 1 | 8 |
| 专业阶段第二年 | | |
| 经济学2: 世界经济 | Economics 2 : The World Economy | 8 |
| 国际金融贸易 | Financing International Trade | 16 |
| 金融服务业规范 | Financial Services Regulatory Framework | 8 |
| 所得税 | Income Tax | 8 |
| 投资学 | Investment | 16 |
| 养老金储备 | Pension Provision | 16 |
| 个人与商业借贷 | Personal and Business Lending | 16 |
| 财政预算 | Preparing Financial Forecasts | 8 |
| 保险学原理 | Principles of Insurance | 8 |
| 研究技巧 | Research Skills | 8 |
| 国际理财: 分等级考试2 | Financial Services : Graded Unit 2 | 8 |
| 国际理财: 分等级考试3 | Financial Services : Graded Unit 3 | 8 |
| 合 计 | 25 | 256 |

商务会计专业介绍

专业简介

本专业培养学生发展商务、信息处理、管理、问题解决、信息沟通技术的综合性知识和技能，培养财务会计管理和理财服务领域的具有国际化背景的复合型人才。通过本专业的学习，学生将掌握全面的会计理论和会计方法，能够参与并独立编制公司的财务报表和财务管理报告，有效利用各财务指标进行战略决策的制定；掌握企业资金筹集、投放、资产运用、利润分配和财务分析，以及特殊业务的财务管理；能有效通过企业偿债能力、盈利能力、运营能力的分析财务状况；系统的学会长短期经营决策分析、预算制定、成本控制、预测绩效等基本技能。

核心课程

商务会计、财务信息记录、财政预算、财务报告与分析、决策管理会计、统计学、公司简介、商务行为技巧、商务沟通技巧、经济学、研究技巧、商务会计：分等级考试1-2等。

专业前景

本专业毕业生在国内学习所获学分获得英国苏格兰学历认证委员会认可，完成国内专业学习后，可通过后续海外1-2年的学习获得欧美高校的学士及硕士学位，海外学习对接专业涵盖商务会计、金融学、经济学等。本专业毕业生可在国内外各财政、审计、税务等政府机关、投行、国际四大会计师事务所、金融投资机构如私募基金、证券交易所、跨国公司、企事业单位从事财务和金融投资方面的工作。本专业毕业生根据自身情况可选择考取含金量极高的专业证书，如：注册会计师（CPA）、英国公允注册会计师（ACCA）、特许管理会计师（CIMA）、金融分析师（CFA）等。

商务会计课程设置

| 课程名称 (中文) | 课程名称 (英文) | 学分 |
|----------------|--|------------|
| 专业阶段第一年 | | |
| 商务会计 | Business Accounting | 16 |
| 商法导论 | Business Law : An Introduction | 8 |
| 商务英语交流 | Workplace Communication in English | 8 |
| 商务沟通技巧 | Communication : Business Communication | 8 |
| 客户服务文化构建 | Creating a Culture of Customer Care | 8 |
| 经济学导论 | Economic Issues : An Introduction | 8 |
| 经济学1 : 微观经济学 | Economics 1 : Micro & Macro Theory and Application | 8 |
| 信息技术 : 应用软件1 | Information Technology : Applications Software 1 | 8 |
| 商务信息技术 : 电子制表 | IT in Business: Spreadsheets | 8 |
| 人力与组织管理 | Managing People and Organisations | 16 |
| 市场学导论 | Marketing : An Introduction | 8 |
| 财务信息记录 | Recording Financial Information | 8 |
| 财政预算 | Preparing Financial Forecasts | 8 |
| 商务会计 : 分等级考试 1 | Business with Accounting : Graded Unit 1 | 8 |
| 专业阶段第二年 | | |
| 商务行为技巧 | Behavioural Skills for Business | 8 |
| 商务契约关系 | Business Contractual Relationships | 8 |
| 商务文化与策略 | Business Culture and Strategy | 16 |
| 公司法简介 | Company Law : An Introduction | 8 |
| 经济学2 : 世界经济 | Economics 2 : The World Economy | 8 |
| 财务报告与分析 | Financial Reporting and Analysis | 16 |
| 商务信息与通讯技术 | Information & Communication Technology in Business | 16 |
| 决策管理会计 | Management Accounting for Decision Making | 16 |
| 商务统计学 | Statistics for Business | 8 |
| 研究技巧 | Research Skills | 8 |
| 商务会计 : 分等级考试2 | Business with Accounting : Graded Unit 2 | 16 |
| 合 计 | 25 | 256 |

国际贸易与商务专业介绍

专业简介

全球化被定义为服务、产品、人工、资本和技术的国际化组合。国际间众多的商业组织正在应用全球化战略对他们的商业活动进行协调与营销。本专业培养面向国际市场，具有全球化视野，扎实的国际商务理论和经济学基础，基本掌握国际物流，国际采购与供应、国际营销等专业知识，并能较熟练地应用国际惯例、国际法规、信息与通信技术等工具开展商务活动的复合型、应用型人才。本专业培养学生的沟通能力，计算能力，信息与通信技术应用能力，问题解决能力，合作能力。

核心课程

国际商务环境：地理环境的影响、国际物流、商务信息与通信技术、国际贸易惯例、国际营销组合、出口援助资源、国际商业组织、国际采购与供应、商务沟通技巧、商务会计、经济学、研究技巧、国际贸易：分等级考试1-2等。

就业前景

本专业毕业生在国内学习所获学分获得英国苏格兰学历认证委员会认可，完成国内专业学习后，可通过后续海外1-2年的学习获得欧美高校的学士及硕士学位，海外学习对接专业涵盖国际贸易、商务管理、企业管理、市场营销等。本专业着重培养学生在各类商业组织中行政管理角色的人际交往技能。本专业毕业生可在在国际贸易、进出口、营销、物流、商务管理、金融、行政等领域从事商务管理工作。

国际贸易与商务课程设置

| 课程名称 (中文) | 课程名称 (英文) | 学分 |
|----------------|---|------------|
| 专业阶段第一年 | | |
| 商务会计 | Business Accounting | 16 |
| 人力与组织管理 | Managing People and Organisations | 16 |
| 国际商务环境：地理环境的影响 | International Business Environment : Geographical Influence | 8 |
| 国际贸易惯例 | International Trade Institutions | 8 |
| 市场学导论 | Marketing : An Introduction | 8 |
| 国际营销导论 | International Marketing : An Introduction | 8 |
| 商务英语交流 | Workplace Communication in English | 8 |
| 商务沟通技巧 | Communication : Business Communication | 8 |
| 经济学导论 | Economic Issues : An Introduction | 8 |
| 经济学1：微宏观经济学 | Economics 1 : Micro & Macro Theory and Application | 8 |
| 信息技术：应用软件1 | Information Technology : Applications Software 1 | 8 |
| 商法导论 | Business Law : An Introduction | 8 |
| 商务契约关系 | Business Contractual Relationships | 8 |
| 国际贸易与实务：分等级考试1 | Global Trade and Business : Graded Unit 1 | 8 |
| 专业阶段第二年 | | |
| 国际物流 | International Physical Distribution | 8 |
| 国际市场组合 | International Marketing : The Mix | 8 |
| 商务信息与通讯技术 | Information and Communication Technology in Business | 16 |
| 国际采购与供应 | International Purchasing and Supply | 16 |
| 经济学2：世界经济 | Economics 2 : The World Economy | 8 |
| 出口援助资源使用 | Using Sources of Export Assistance | 8 |
| 财政预算 | Preparing Financial Forecasts | 8 |
| 国际商业组织 | Global Business Organisations | 16 |
| 商务文化与策略 | Business Culture and Strategy | 16 |
| 研究技巧 | Research Skills | 8 |
| 国际贸易与商务：分等级考试2 | Global Trade and Business : Graded Unit 2 | 16 |
| 合计 | 25 | 256 |

人力资源管理专业介绍

专业简介

本专业培养学生管理学、经济学、法律及现代人力资源管理等方面的知识和能力，培养在企事业单位和政府部门从事人力资源管理及在工商管理学科从事教学科研工作的应用型专门人才。通过本专业的学习，学生将掌握人力资源管理的定性、定量分析方法；具有较强的英语语言与表达、人际沟通、组织协调及领导的基本能力；熟悉与人力资源管理有关的方针、政策及法规；了解本学科理论前沿与发展动态；掌握文献检索、资料查询的基本方法，具有一定科学研究和实际工作能力。

核心课程

人力组织管理、人力资源管理简介、人力资源管理实务、持续职业发展、商务会计、电子制表、市场学导论、商务行为技巧、商法导论、商务沟通技巧、经济学、研究技巧、人力资源管理：分等级考试1-2等。

就业前景

本专业毕业生在国内学习所获学分获得英国苏格兰学历认证委员会认可，完成国内专业学习后，可通过后续海外1-2年的学习获得欧美高校的学士及硕士学位，海外学习对接专业涵盖人力资源管理、企业管理、商务管理等。本专业毕业生可从事人力资源管理或企事业商业及管理职位，从事企事业单位中的时间操作型人力资源管理工作或人力资源管理咨询服务类行业，对各种类型的企业提供职业规划、心理咨询、企业法律顾问。

人力资源管理课程设置

| 课程名称 (中文) | 课程名称 (英文) | 学分 |
|-----------------|---|------------|
| 专业阶段第一年 | | |
| 商务会计 | Business Accounting | 16 |
| 商法导论 | Business Law : An Introduction | 8 |
| 商务英语交流 | Workplace Communication in English | 8 |
| 商务沟通技巧 | Communication : Business Communication | 8 |
| 客户服务文化构建 | Creating a Culture of Customer Care | 8 |
| 经济学导论 | Economic Issues : An Introduction | 8 |
| 经济学1 : 微观经济学 | Economics 1 : Micro & Macro Theory and Application | 8 |
| 纪律与申诉措施 | Grievance and Discipline Handling | 8 |
| 人力资源管理导论 | Human Resource Management : Introduction | 8 |
| 信息技术 : 应用软件1 | Information Technology : Applications Software 1 | 8 |
| 商务信息技术 : 电子制表 | IT in Business : Spreadsheets | 8 |
| 人力与组织管理 | Managing People and Organisations | 16 |
| 市场学导论 | Marketing : An Introduction | 8 |
| 人力资源管理 : 分等级考试1 | Business with HRM : Graded Unit 1 | 8 |
| 专业阶段第二年 | | |
| 商务行为技巧 | Behavioural Skills for Business | 8 |
| 商务契约关系 | Business Contractual Relationships | 8 |
| 商务文化与策略 | Business Culture and Strategy | 16 |
| 人力资源管理实务 | Human Resource Management Practice | 16 |
| 经济学2 : 世界经济 | Economics 2 : The World Economy | 8 |
| 商务信息与通讯技术 | Information & Communications Technology in Business | 16 |
| 财政预算 | Preparing Financial Forecasts | 8 |
| 商务统计学 | Statistics for Business | 8 |
| 持续职业发展 | Continuous Workforce Development | 16 |
| 研究技巧 | Research Skills | 8 |
| 人力资源管理 : 分等级考试2 | Business with HRM : Graded Unit 2 | 16 |
| 合 计 | 25 | 256 |

Financial Services

Introduction

Financial Services develops skills and knowledge in a range of vocational skills specific to the eastern and western Financial Services industry in relation to product, service and legislative knowledge, together with an understanding of the roles and responsibilities of Financial Services providers. The study in Financial Services develops a broad range of generic vocational skills in relation to communication, customer service and the use of information technology. Students could develop skills for independent, life-long learning and enhance transferable skills in planning, organising, critical and evaluative thinking. Successful students will exit from the Financial Services with the following Core Skills profile, communication, numeracy, information and communication technology, problem solving, autonomy, accountability and working with others.

Core Units

Personal Financial Services, Principles of Insurance, Income Tax, Investment, Pensions Provision, Financial Services Regulatory Framework, Financing International Trade, Personal and Business Lending, Communication: Business Communication, Business

Accounting Economics Research Skills, Financial Service: Graded Units 1-3, etc.

Career Prospects

Financial Services is designed for students who wish to pursue a career in Financial Services or a range of general business/management positions, and enables students to progress to further academic and professional qualifications before embarking on their career. Students will develop a full range of competencies and skills that meet the requirements of the Financial Services industry and which will assist them in embarking on a career in Financial Services. The award provides the opportunity to develop and progress within the Financial Services industry in a variety of ways and in organisations of different types and sizes. Employment opportunities include working with Retail Financial Services, Investment Operations, Pension, and Insurance providers.

Financial Services (Group Award Code GE9R 16)

| Unit Name | Validated Code | Credit Value |
|--|----------------|--------------|
| Year 1 | | |
| Business Accounting | F84M 34 | 16 |
| Business Law : An Introduction | F84P 34 | 8 |
| Workplace Communication in English | H8T2 33 | 8 |
| Communication : Business Communication | H7TK 34 | 8 |
| Creating a Culture of Customer Care | H1F0 34 | 8 |
| Economic Issues : An Introduction | F7J8 34 | 8 |
| Financial Sector : An Introduction | DE5M 34 | 8 |
| Information Technology : Applications Software 1 | D75X 34 | 8 |
| Information Technology : Applications Software 2 | D7CY 35 | 8 |
| Managing People and Organisations | F84T 34 | 16 |
| Marketing : An Introduction | F7BX 34 | 8 |
| Personal Financial Services | H0BX 34 | 16 |
| Financial Services : Graded Unit 1 | H0Y6 34 | 8 |
| Year 2 | | |
| Economics 2 : The World Economy | F86E 35 | 8 |
| Financing International Trade | DE5T 35 | 16 |
| Financial Services Regulatory Framework | H0BW 35 | 8 |
| Income Tax | F86X 35 | 8 |
| Investment | H9AM 35 | 16 |
| Pension Provision | H9NC 35 | 16 |
| Personal and Business Lending | HF2H 35 | 16 |
| Preparing Financial Forecasts | F84R 35 | 8 |
| Principles of Insurance | H9ND 35 | 8 |
| Research Skills | F60A 34 | 8 |
| Financial Services : Graded Unit 2 | H0Y7 35 | 8 |
| Financial Services : Graded Unit 3 | H7VA 35 | 8 |
| Total | 25 | 256 |

Business with Accounting

Introduction

Business with Accounting develops skills and knowledge in a range of business, information processing, management, problem solving, information and communication technology with a strong focus on financial and management accounting. It develops specialist accounting skills for those who wish to take up a career in accounting or financial administration within a wide range of business organisations. Students will develop skills in preparing basic financial and management accounting reports and in interpreting and using financial information for decision making. Students will develop their knowledge of the underlying concepts and standards that are applied in preparing financial statements, prepare financial statements of a limited company for publication, prepare a consolidated balance sheet for a group of companies and analyse company financial statements identifying appropriate sources of long term finance.

Core Units

Business Accounting, Recording Financial Information, Preparing Financial Forecasts, Financial Reporting and Analysis, Management Accounting for Decision Making, Statistics for Business, Company Law: An Introduction, Behavioural Skills for Business, Communication: Business Communication, Economics, Research Skills, Business with Accounting: Graded Unit 1&2

Career Prospects

Business with Accounting is designed for students who wish to pursue a career in Accounting or a range of general business/management positions, and enables students to progress to further academic and professional qualifications before embarking on their career. It is designed to lead to employment in a number of business or accounting related positions such as accounts assistant, finance assistant, accounts supervisor, accounts technician, financial or management accountant. Successful students should be able to progress to a range of degrees. Business with Accounting may allow students to progress to qualifications offered by professional bodies, such as the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants(CIMA).

Business with Accounting (Group Award Code GE7Y 16)

| Unit Name | Validated Code | Credit Value |
|--|----------------|--------------|
| Year 1 | | |
| Business Accounting | F84M 34 | 16 |
| Business Law : An Introduction | F84P 34 | 8 |
| Workplace Communication in English | H8T2 33 | 8 |
| Communication : Business Communication | H7TK 34 | 8 |
| Creating a Culture of Customer Care | H1F0 34 | 8 |
| Economic Issues : An Introduction | F7J8 34 | 8 |
| Economics 1 : Micro & Macro Theory and Application | F7J6 35 | 8 |
| Information Technology : Applications Software 1 | D75X 34 | 8 |
| IT in Business : Spreadsheets | HH83 34 | 8 |
| Managing People and Organisations | F84T 34 | 16 |
| Marketing : An Introduction | F7BX 34 | 8 |
| Recording Financial Information | F7JV 34 | 8 |
| Preparing Financial Forecasts | F84R 35 | 8 |
| Business with Accounting : Graded Unit 1 | H0J1 34 | 8 |
| Year 2 | | |
| Behavioural Skills for Business | F84L 35 | 8 |
| Business Contractual Relationships | F84N 34 | 8 |
| Business Culture and Strategy | F7J7 35 | 16 |
| Company Law : An Introduction | DE5H 35 | 8 |
| Economics 2 : The World Economy | F86E 35 | 8 |
| Financial Reporting and Analysis | HC43 35 | 16 |
| Information & Communication Technology in Business | HH87 35 | 16 |
| Management Accounting for Decision Making | F82J 35 | 16 |
| Statistics for Business | F84K 35 | 8 |
| Research Skills | F60A 34 | 8 |
| Business with Accounting : Graded Unit 2 | H0J2 35 | 16 |
| Total | 25 | 256 |

Global Trade and Business

Introduction

Globalisation can be defined as the international integration of services, products, labour, capital and technology. Many firms worldwide are implementing global strategies to coordinate and market their international business activities. Global Trade and Business is designed to provide you with essential business theoretical of international business and economics, combined with the international physical distribution, international purchasing and supply and international marketing. Successful students will exit from the Global Trade and Business with the following Core Skills profile: Communication, Numeracy, Information and Communication Technology (ICT), Problem Solving and Working with Others.

Core Units

International Business Environment: Geographical Influences , International Physical Distribution, Information and Communications Technology in Business, International Trade Institutions
International Marketing: The Mix, Using Sources of Export Assistance, Global Business Organisations, International Purchasing and Supply , Communication: Business Communication, Business Accounting Economics Research Skills, Global Trade and Business: Graded Units 1-2, etc.

Career Prospects

Global Trade and Business is designed for students who wish to pursue a career in Global Trade and Business or a range of general business/management positions, and enables students to progress to further academic and professional qualifications before embarking on their career. The Global Trade and Business develop suitable competences to enter a range of administrative, commercial or managerial positions within the fields of business, international trade and exporting, marketing, logistics, business management, finance and administration. The Global Trade and Business develop intrapersonal and interpersonal skills relevant to a range of administrative, commercial or managerial positions in business organizations.

Global Trade and Business (Group Award Code: GG5F 16)

| Unit Name | Validated Code | Credit Value |
|--|----------------|--------------|
| Year 1 | | |
| Business Accounting | F84M 34 | 16 |
| Managing People and Organisations | F84T 34 | 16 |
| International Business Environment : Geographical Influences | H3MF 34 | 8 |
| International Trade Institutions | H2VX 34 | 8 |
| Marketing : An Introduction | F7BX 34 | 8 |
| International Marketing : An Introduction | H8PD 34 | 8 |
| Workplace Communication in English | H8T2 33 | 8 |
| Communication : Business Communication | H7TK 34 | 8 |
| Economic Issues : An Introduction | F7J8 34 | 8 |
| Economics 1 : Micro & Macro Theory and Application | F7J6 35 | 16 |
| Information Technology : Applications Software 1 | D75X 34 | 8 |
| Business Law: An Introduction | F84P 34 | 8 |
| Business Contractual Relationships | F84N 34 | 8 |
| Global Trade and Business: Graded Unit 1 | H3P4 34 | 8 |
| Year 2 | | |
| International Physical Distribution | H316 35 | 8 |
| International Marketing : The Mix | F7R3 35 | 8 |
| Information and Communication Technology in Business | HH87 35 | 16 |
| International Purchasing and Supply | H2X3 35 | 16 |
| Economics 2 : The World Economy | F86E 35 | 8 |
| Using Sources of Export Assistance | H31C 35 | 8 |
| Preparing Financial Forecasts | F84R 35 | 8 |
| Global Business Organisations | H2XK 35 | 16 |
| Business Culture and Strategy | F7J7 35 | 16 |
| Research Skills | F60A 34 | 8 |
| Global Trade and Business : Graded Unit 2 | H3P5 35 | 16 |
| Total | 25 | 256 |

Human Resource Management

Introduction

Business with HRM has cultivated the students' abilities of management, economics, law and modern human resource management and can be employed in business management, teaching and scientific research in enterprises, institutions and government departments. After professional learning, students will master the qualitative and quantitative analysis methods of human resource management, the communicated ability of English language and expression, interpersonal communication, organization coordination and leadership; also familiarity with the principles, policies and regulations related to human resource management; understanding the updated theories and dynamic development on the subject; Mastering the basic methods of literature search and data inquiry. Finally the candidates have own scientific research and practical working ability.

Core Units

Managing people and organization, Human resource management: an introduction , Human resource management practice ,Continuous Workforce Development, Business accounting, IT in business: spreadsheets , Marketing : An Introduction , Behavioral skills for business , Business law :An Introduction, Communication: Business Communication, Economics, Research Skills, Business with Human Resource Management Graded Unit 1-2,etc.

Career Prospects

Business with Human Resource Management is designed for students who wish to pursue a career in HRM or a range of general business/management positions, and enables students to progress to further academic and professional qualifications before embarking on their career. It provides students with human resource management or business management positions, who engage in practical human resource management or human resource management consulting services in enterprises, or provides career planning, psychological consultation and corporate legal advisers to various types of enterprises.

Business with Human Resource Management (Group Award Code:GE7V 16)

| Unit Name | Validated Code | Credit Value |
|---|----------------|--------------|
| Year 1 | | |
| Business Accounting | F84M 34 | 16 |
| Business Law : An Introduction | F84P 34 | 8 |
| Workplace Communication in English | H8T2 33 | 8 |
| Communication : Business Communication | H7TK 34 | 8 |
| Creating a Culture of Customer Care | H1F0 34 | 8 |
| Economic Issues : An Introduction | F7J8 34 | 8 |
| Economics 1 : Micro & Macro Theory and Application | F7J6 35 | 8 |
| Grievance and Discipline Handling | D4XF 35 | 8 |
| Human Resource Management: Introduction | H1KP 34 | 8 |
| Information Technology : Applications Software 1 | D75X 34 | 8 |
| IT in Business : Spreadsheets | Hh83 34 | 8 |
| Managing People and Organisations | F84T 34 | 16 |
| Marketing : An Introduction | F7BX 34 | 8 |
| Business with HRM : Graded Unit 1 | H0J7 34 | 8 |
| Year 2 | | |
| Behavioural Skills for Business | F84L 35 | 8 |
| Business Contractual Relationships | F84N 34 | 8 |
| Business Culture and Strategy | F7J7 35 | 16 |
| Human Resource Management Practice | A6HA 35 | 16 |
| Economics 2 : The World Economy | F86E 35 | 8 |
| Information & Communications Technology in Business | Hh87 35 | 16 |
| Preparing Financial Forecasts | F84R 35 | 8 |
| Statistics for Business | F84K 35 | 8 |
| Continuous Workforce Development | Ha13 34 | 16 |
| Research Skills | F60A 34 | 8 |
| Business with HRM : Graded Unit 2 | H0J8 35 | 16 |
| Total | 25 | 256 |