

## COURSE OVERVIEW

# HUMAN RESOURCE ADMINISTRATION

**Here is a quick overview of your course plus useful information about navigating the online platform.**

Your semester starts once you have completed your onboarding.



***Tomorrow belongs to people who prepare for it today.*** - AFRICAN PROVERB



## PROGRAMME OVERVIEW

Explore the multi-faceted role of an HR Administrator while covering pertinent topics such as recruitment and selection, contract and leave management, the role of HR in a modern business, assisting a payroll division, the impact of social media on HR, and more.

## WHAT YOU WILL LEARN

Your course contains 4 substantive modules/units. See an overview below:

- Distinguish between the 6 core areas in HR and understand the various HR activities.
- Understand the importance of learning and how an HR graduate can navigate an HR career path.
- Recognise the significance of legislation relevant to the employment relationship, and explain the different types of employment.
- Describe the recruitment and selection process and the use of relevant social media platforms.
- Demonstrate an integrated knowledge of the relationship between HR and payroll, including the required documentation needed.
- Apply principles for essential document and personnel file management, and explain leave management re: basic employment conditions.
- Write effective communication using the correct professional business acumen (email, meetings).
- Explain the complexities and opportunities of remote work & learn time management skills.

## ASSESSMENT INFO

You must submit and pass formative assessments that are compulsory for each unit, and then also one summative assessment at the end of your course. All assessments are completed online via a digital quiz on the student portal.

### EXPERTISE YOU CAN TRUST

- | 19 YEARS OF INNOVATIVE LEARNING
- | OVER 50,000 SUCCESSFUL STUDENTS
- | ENDORSED BY SAIOSH AND OPSA
- | REGISTERED AND ACCREDITED WITH SAQA AND DHET
- | CURRICULA DEVELOPED BY LEADING ACADEMICS AND INDUSTRY EXPERTS
- | QUALITY ASSURED QUALIFICATIONS

- 4 months
- ± 8h study time per week
- Fully online | Mobile friendly
- Earn an industry-ready certificate

## HOW TO STUDY ONLINE

You will study entirely online, using our iQ Virtual Campus as follows:

- Log into your profile.
- Complete the Onboarding (including New Rules).

Your course starts once you have completed your Student Onboarding on the Virtual Campus, where you will gain access to the Programme rules and your Programme Guide.

Content for each module will be made available based on a structured learning path to guide you through the learning process over a fixed period. For your convenience, the study guide units for each module are available separately in the respective unit sections on the learning platform (in digital format).

You can download this for offline use.

## ACADEMIC SUPPORT

We understand that studying online can sometimes be isolating and challenging, so we have worked hard to ensure your course is interactive and you are supported to ensure academic success. If you need to contact your course coordinator or require admin or account related support, complete a form for assistance, [click here](#).

