



Diploma in

HUMAN RESOURCE MANAGEMENT

(R2/345/4/0876)(09/2028)(MQA/FA0652)

ABOUT OUR HUMAN RESOURCE MANAGEMENT PROGRAMME

This course is designed to provide the skills required to manage human resource function in the workplace. It combines essential business and communication skills with current human resource management. Students will be trained with the skills required to optimise the potential of employees, while maximizing effectiveness. It also provides a comprehensive understanding in human resource management application, practices, general business studies; and how students can apply the knowledge and skills of human resource management in companies of various sizes.

PROGRAMME AIM:



The programme aims to develop a wholesome individual with the right attitude and character to interact with staff at all levels and interpersonal skills for the working environment. Students are also prepared to apply the relevant knowledge and skills gained through the subjects and demonstrate excellent working culture.

ENTRY REQUIREMENT:

- Pass in Sijil Pelajaran Malaysia (SPM) with at least credit in three (3) subjects; OR
- Pass in Unified Examination Certificate (UEC) with at least Grade B in 3 subjects; OR
- Pass in O-Level with at least Grade C in 3 subjects; OR
- Pass in Sijil Kemahiran Malaysia (SKM) Level 3 in related field and a pass in SPM with at least credit in one (1) subject ; OR
- Pass in Sijil Kolej Komuniti (Level 3, MQF) in related field and a pass in SPM with at least credit in one (1) subject ; OR
- Pass in Certificate (Level 3, MQF) in related field with minimum CGPA 2.00 ; OR
- Pass in Sijil Tinggi Persekolahan Malaysia (STPM) with at least Grade C (NGMP) of 2.00) in one (1) subject; OR
- Pass in Sijil Tinggi Agama Malaysia (STAM) with a Grade of Maqbul; OR
- Any other equivalent qualifications recognized by the Malaysian Government AND
- For international students, it is compulsory to obtain a minimum score of 5.0 for IELTS or its equivalent.

PROGRAMME MODULES

Semester 1	Semester 2	Semester 3	Semester 4
<ul style="list-style-type: none"> ■ Pengajian Malaysia 2 (Malaysian) /Bahasa Melayu Komunikasi 1 (International) ■ Reading, Vocabulary & Grammar ■ Critical and Creative Thinking ■ Business Mathematics ■ Introduction to Entrepreneurship 	<ul style="list-style-type: none"> ■ Basic Academic Reading & Writing ■ Fundamentals of IT ■ Microeconomics ■ Financial Accounting ■ Principle of Moral and Ethics / Bahasa Kebangsaan A 	<ul style="list-style-type: none"> ■ Drama and Role-Play in English ■ Family Institution ■ Principles of Management ■ Macroeconomics ■ Principles of Marketing 	<ul style="list-style-type: none"> ■ Social & Human Skills Project ■ Business Statistics ■ Human Resource Management ■ Organisational Behaviour ■ Organisational Change
Semester 5	Semester 6	Semester 7	Semester 8
<ul style="list-style-type: none"> ■ Principles of Finance ■ Employee Counselling & Interview ■ Human Resource Planning, Recruitment and Selection ■ Employment Law 	<ul style="list-style-type: none"> ■ Employee Training and Development ■ Labour Relation & Collective Bargaining ■ Safety & Health ■ Human Resources Information System 	<ul style="list-style-type: none"> ■ Employee Compensation & Benefits ■ Managing Employee Performance ■ Knowledge & Talent Management 	<ul style="list-style-type: none"> ■ Practicum

CAREER PROSPECTS

Upon completion of this programme, a graduate can work Office Administrator, Secretary and etc.



CONTACT OUR PROGRAM ADVISOR:

