



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 REQUIREMENTS:

- ▶ Possesses SPM with at least credit in THREE subjects; **OR**
- ▶ Possesses SKM Level 3 in the related field; **OR**
- ▶ A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.00; **OR**
- ▶ A pass in STPM with at least Grade C (GP 2.0) in any subject; **OR**
- ▶ A pass in STAM with at least Grade Maqbul; **OR**
- ▶ Other equivalent qualification recognized by the Malaysian Government.
- ▶ International students are required to achieve a minimum **Band 3 in MUET** OR equivalent to **CEFR (High B1)****

* Entry requirement for each programme is subject to MOHE's approval

PROGRAMME MODULES

Semester 1

- ▶ Penghayatan Etika dan Peradaban (Malaysian)
- ▶ Bahasa Melayu Komunikasi 1 (International)
- ▶ Reading, Vocabulary and Grammar
- ▶ Critical and Creative Thinking
- ▶ Introduction to Entrepreneurship
- ▶ Business Mathematics

Semester 2

- ▶ Basic Academic Reading & Writing
- ▶ Fundamentals of Information Technology
- ▶ Microeconomics
- ▶ Financial Accounting
- ▶ Principle of Morals & Ethics / Bahasa Kebangsaan A

Semester 3

- ▶ Drama & Role-Play in English
- ▶ Family Institution
- ▶ Principles of Management
- ▶ Macroeconomics
- ▶ Principles of Marketing

Semester 4

- ▶ Social & Human Skill Project
- ▶ Business Statistics
- ▶ Human Resource Management
- ▶ Organisational Behaviour
- ▶ Organisational Change

Semester 5

- ▶ Principles of Finance
- ▶ Employee Counselling & Interview
- ▶ Human Resource Planning, Recruitment and Selection
- ▶ Employment Law

Semester 6

- ▶ Employee Training & Development
- ▶ Labour Relation & Collective Bargaining
- ▶ Safety & Health
- ▶ Human Resources Information System

Semester 7

- ▶ Employee Compensation & Benefits
- ▶ Managing Employee Performance
- ▶ Knowledge & Talent Management

Semester 8

- ▶ Practicum

WHY CHOOSE KLMUC

AFFORDABLE TUITION FEES

Financial aid assistance

LEARN AND EARN PROGRAMME (LEAP)

3 Classes / Week

ACCREDITED BY MQA & JPA

and industries

GERENTI KERJA (GERAK)

Employment within 6 months after graduation

CAREER PROSPECTS

Career and Development Specialist
Employee Relations Specialist
Human Resource Specialist
Talent Acquisition Specialist

ENROLL NOW



For more information
CONTACT OUR PROGRAM ADVISOR

*Terms and Conditions Apply

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