National Institute of Public Administration

# Diploma in Human Resource Management

## 1.0 Introduction

The Diploma in Human Resource Management programme is useful for those interested in leading and managing employees at a company or organisation. This field of study offers students training in conflict management, creating Return On Investments, labour relations and building work teams, to name a few.

**Name of the Programme:** Diploma in Human Resource Management

**Programme Code:** DHRM

**Programme Aims:**

The purpose of the programme is to equip the students with knowledge, skills and attitudes in Human Resource Management to enable them perform competently in both the formal and informal sector of the economy. They will be able to plan, coordinate, and control the utilisation of human resource in a changing environment.

## 2.0 Programme Structure

| Year of Study | Semester I | | Semester II | |
|---|---|---|---|---|
| ONE | Course Code | Course Name | Course Code | Course Name |
| | DHRM 101 | Human Resource Management 1 | DHRM 105 | Human Resource Management II |
| | DMS 102 | Foundation of Management | DHRM 106 | Business Administration |
| | DSS 100 | Organisation Communication 1 | DSS101 | Organisation Communication II |
| | DIS 105 | Computer Software Skills | DIS 109 | Management Information Systems |
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| TWO | DMS 202 | Organisational Behaviour I | DMS 207 | Organisational Behaviour II |
| | DIL 208 | Labour and Industrial Relations I | DIL 209 | Labour and Industrial Relations |
| | DHRM 203 | Human Resource Planning | DHRM 207 | Human Resource Training & Dev. |

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| | RSS 201 | Qualitative Research Methods | RSS 202 | Quantitative Research Methods |
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| THREE | DHRM 301 | Strategic Management | DHRM 305 | Strategic Human Resource. Mgt |
| | DHRM 302 | Comparative Human Resource Management | DMS 307 | Finance For Non-Financial Managers |
| | DBA 308 | Cost and Management Accounting | DMS 302 | Gender in Management |
| | | (And an Elective Course) | RSS 301 | Research Project Report |
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## 3.0 Career Prospect:

A Diploma in Human Resource Management may lead to careers in different areas of employee management. Possible job titles may include:

- Administrative Officer
- Human Resource Officer
- Administrative Assistant

## 4.0 Contact Person

For details, do not hesitate to contact the Coordinator for Human Resource Management

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