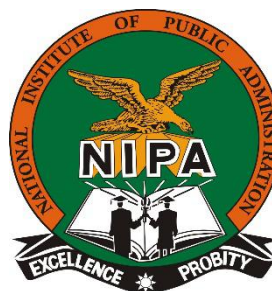


National Institute of Public Administration



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	
	Course Code	Course Name	Course Code	Course Name
ONE	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
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.

	RSS 201	Qualitative Research Methods	RSS 202	Quantitative Research Methods
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

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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