



## DIPLOMA OF HUMAN RESOURCES MANAGEMENT

Human Resource Management is concerned with the people dimension in management. It is the Management of Human resources by attracting, developing, utilizing, retaining and motivating the human resources to achieve organisation's objective. Or in simple terms, effective and efficient management of the human resources of office to achieve company's objective. Here you will learn about all the functions of HRM in detail with interesting sessions, live projects, case studies, articles, demos and templates.

|                                            |                                       |       |
|--------------------------------------------|---------------------------------------|-------|
| Program                                    | Diploma of Human Resources Management |       |
| Credit Hours                               | 72 Credits                            |       |
| Duration                                   | Academic Year (9 Months)              |       |
| SUBJECT                                    | CREDIT HOURS                          | CODE  |
| English Language 101                       | 3                                     | EN101 |
| English Language 102                       | 3                                     | EN102 |
| Principles of Business Administration      | 6                                     | BA71  |
| Organizational Behavior                    | 6                                     | BA72  |
| Principles of Financial Accounting         | 3                                     | AF81  |
| Principle of Marketing                     | 6                                     | DM131 |
| Introduction to Human Resources Management | 6                                     | HR222 |
| Job Analysis & Description                 | 6                                     | HR223 |
| Salaries                                   | 3                                     | HR224 |
| Employment                                 | 3                                     | HR225 |
| Employees Evaluation & Career Path         | 3                                     | HR226 |
| Negotiations Management                    | 3                                     | BA74  |
| Communications Skills                      | 3                                     | BA78  |
| Graduation Project                         | 18                                    | HR227 |