

Diploma in Human Resource Management (AB107)

Academic Session July Volume 2 (Issue 2)



CERTIFIED TO ISO 9001 : 2015
CERT. NO. : QMS 02273



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ABOUT KPTM

Kolej Poly-Tech Mara (KPTM) is a private higher educational institution wholly owned by Majlis Amanah Rakyat (MARA). KPTM offers a wide range of educational opportunities in the field of information technology, computer Sciences, accounting, business management, engineering and health sciences.

VISION

To become an institution that provide high quality education to produce credible human capital.

MISSION

Leading academic and personality excellence towards the optimum individual potential.

SHARED VALUE

Trustworthy | Synergistic | Caring

SLOGAN

Developing Potential, Driving Achievement

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MESSAGE FROM CHIEF EXECUTIVE OFFICER

Welcome to KPTM. I believe a college is a place for you to gain knowledge and skills that you will use for the rest of your life. Here at KPTM, we are committed in creating the right environment and culture for learning.

Developing the right culture is essential to create an environment that is conducive for learning. Faculty members and students as well as the college staff work together to build such environment. We provide learning opportunities through problem-based learning (PBL) that requires students to search for solutions and answers through discussions with the lecturers. This is unlike the conventional teaching where lecturers supply all inputs to the students.

KPTM is proud of its long years of academic pursuit. During these years we have engaged ourselves with students from all walks of lives, turning them from immature youngsters to well-rounded individuals ready to take on the world. We will do our best to develop and mould you towards having towering personalities.

As an educator, my professional roadmap has always directed me to work from a place of high standards, high expectations, and excellence. The KPTM team is dedicated to the same standards for our students. We strive to always motivate our students to achieve high academic achievement by providing outreach, academic support, and a climate that encourages self-empowerment. As a result, we reinforce successful enrolment, retention, academic success, and graduation of students from diverse backgrounds.

I graciously welcome you as higher education aspirants and look forward to the creation of new ventures and exemplary works from all of you.

Wishing you all the best!

Sincerely,

CHIEF EXECUTIVE OFFICER
Kolej Poly-Tech MARA

Trustworthy | Synergistic | Caring

MESSAGE FROM DEAN, FACULTY OF BUSINESS MANAGEMENT

Dear Students,

This programme handbook has been prepared for your general information and guidance as students of Diploma in Human Resource Management, to familiarize you with the programme structure and information related to the programme throughout your study at the college. It is important that you read through and understand the contents of this handbook as a source of reference.

Hopefully this programme handbook will enable you to understand and adapt yourself academically and socially as a college student. We are confident that you will be duly rewarded for a brighter future when you register with us provided that you have the right attitude and commitment towards your studies.

Make full use your time here, not only to find your passion and achieve your potentials, but also to develop skills that will see you through beyond college life.

I hope you will enjoy the course and experience a productive relationship with your lecturers as well as the support staff at KPTM.

DEAN
Faculty of Business Management
Kolej Poly-Tech MARA

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PROGRAMME BRIEF

Diploma In Human Resource Management is a homegrown programme designed to provide students with an in-depth understanding of the fundamentals of human resource management and to furnish them with strong knowledge, skills and experience for career progression and development. This programme is designed to foster and develop competent Human Resource personnel to assist the organization in building and providing productivity, efficiency and effectiveness of workforce. Students will be exposed with the diverse range of HR elements and functions as well as to promote the understanding on the real HR functions and how they can work hand-in-hand with the HR to achieve organization's goals.

This programme covers different areas such as English, Human Resource, Information Technology, Management, Marketing, Entrepreneurship and other relevant topics pertaining to human resource management.

PROGRAMME INFORMATION

1. **Programme Title** : Diploma in Human Resource Management (DHRM)
2. **Programme Code** : AB107
3. **Duration** : 2 Years 4 Month
4. **Total Credit Hours** : 94
5. **Medium of Instruction** : English
6. **Entry Requirements** :

KPTM Kuantan	
ENTRY REQUIREMENT	ENGLISH COMPETENCY REQUIREMENT (INTERNATIONAL STUDENT)
i. Possesses SPM with at least credit in THREE subjects;	Achieve a minimum Band 3 in MUET OR Equivalent to CEFR (High B1)
OR	
ii. Possesses SKM Level 3 in the related field;	
OR	
iii. A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.00;	
OR	
iv. A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subject;	
OR	
v. A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul;	
OR	
vi. Other equivalent qualifications recognised by the Malaysian Government.	
KPTM Batu Pahat	
ENTRY REQUIREMENT	ENGLISH COMPETENCY REQUIREMENT (INTERNATIONAL STUDENT)
i. Possesses SPM with at least credit in THREE subjects;	Achieve a minimum Band 3 in MUET OR Equivalent to CEFR (High B1)
OR	
ii. Possesses SKM Level 3 in the related field;	
OR	
iii. A Certificate (Level 3, MQF) in the related field with at least CGPA of 2.00;	

OR iv. A pass in Sijil Tinggi Pelajaran Malaysia (STPM) with at least Grade C (GP 2.0) in any subject;	
OR v. A pass in Sijil Tinggi Agama Malaysia (STAM) with at least Grade Maqbul;	
OR vi. Other equivalent qualifications recognised by the Malaysian Government.	

7. Programme Description

Diploma in Human Resource Management is a homegrown programme, designed to provide students with an in-depth understanding of the fundamentals of human resource management and to furnish them with strong knowledge, skills, and experience for career progression and development. This programme is designed to foster and develop competent Human Resource personnel to assist the organization in building and providing productivity, efficiency, and effectiveness of workforce. Students will be exposed with the diverse range of HR elements and functions as well as to promote the understanding on the real HR functions and how they can work hand-in-hand with the HR to achieve organization's goals. This programme covers different areas such as English, Human Resource, Information Technology, Management, Marketing, Entrepreneurship, and other relevant topics pertaining to human resource management.

8. Programme Educational Objectives

The program educational objectives are to produce graduates with:

- PEO1 The theoretical and practical knowledge in human resource management. (LO1,LO2,LO3)
- PEO2 The ability to demonstrate teamwork(LO8), interpersonal communication(LO4),(LO5), creativity and innovation skills.(LO9)
- PEO3 The numerical (LO7) and digital skills (LO6) to support human resource functions.
- PEO4 The capability of demonstrating entrepreneurial skills (LO10) and pursuing education in related fields for life-long learning and career advancement.(LO11)

9. Career Opportunities

This diploma programme is designed to produce a workforce with the necessary knowledge in human resource management such as selection and recruitment, remuneration, staff development and training, staff assessment and others. Job opportunities should be good student can choose various careers such as Human Resources Officer, Executive Administration, Coordinator of Human Resources and Training Development Officer.

10. Programme Learning Outcomes

The program educational objectives are to produce graduates with:

- PLO1 Describe broad-based principles, theories and concepts in human resource management.
- PLO2 Apply broad based human resource management knowledge to solve routine and non-routine problems in organisations.
- PLO3 Perform a range of essential human resource management tasks and procedures ethically and flexibly within business organisations.
- PLO4 Work together with various people in a diverse working environment.
- PLO5 Demonstrate effective written and oral communication skills.
- PLO6 Demonstrate relevant digital skills for work or study.

- PLO7 Interpret numerical and graphical data with relevant tools.
- PLO8 Demonstrate decision making capabilities, accountabilities and leadership in the organization.
- PLO 9 Demonstrate self-improvement, creativity and innovation for academic and career development.
- PLO10 Demonstrate managerial and entrepreneurship skills in human resource management.
- PLO11 Identify ethical issues and act professionally within various business environments.

11. Awarding Body : Kolej Poly-Tech MARA

ACADEMIC PLANNER

ACTIVITY	ACADEMIC SESSION		
	April (day/week)	July (day/week)	November (day/week)
Registration (New Students)	Day 1	Day 1	Day 1
Induction	Day 2 - 4	Day 2 – 4	Day 2 - 4
Registration (Returning Students)	Day 3	Day 3	Day 3
Lectures and Add/Drop Session	Week 1 - 2	Week 1 - 2	Week 1 - 2
Lectures	Week 1 - 7	Week 1 - 14	Week 1 - 14
Revision Week	1 week	1 week	1 week
Final Examination	1 week	2 weeks	2 weeks
Semester Break	4 weeks	3 weeks	2 weeks

Note: Actual calendar will be distributed during registration.

The Academic Calendar for KPTM has the following features:

- A 7 weeks instruction for short semester (April) and 14 weeks for long semester (July and November) conducted in the academic year.
- A 7 days final examination period for short semester (April session) and 14 days for long semester (July and November), with 1 'revision week' for examination preparations.
- Class replacement will be done in cases where public holiday disrupt the teaching and learning activities.
- The College reserves the right to make any changes to the academic calendar when necessary. Students are advised to be aware for announcement regarding changes at times.

ACADEMIC REGULATIONS

- All KPTM students are subjected to the Academic Rules and Regulations as outlined in the **Buku Peraturan Akademik Kolej Poly-Tech MARA 2022**. A copy of this booklet will be given to every student upon registration.

PROGRAMME STRUCTURE

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK	FINAL EXAMINATION
SEMESTER 1 (YEAR 1)									
1	PHR2143	Human Resource Management	Common Core	3	44	120	NONE	60	40
2	PMG1123	Fundamentals of Management	Common Core	3	44	120	NONE	60	40
3	TBM1063	Business Mathematics	Common Core	3	57	120	NONE	60	40
4	HPE1043	Proficiency English	Compulsory	3	44	120	NONE	60	40
5	TTS1363	Introduction to Information Technology	Common Core	3	42	120	NONE	100	0
6	MPU2212	Bahasa Kebangsaan A /	Compulsory	2	29	80	NONE	100	0
	MPU2312 /	Pengajian Islam /			29	80		100	0
	MPU2342 /	Pembangunan Pemuda			29	80		100	0
	MPU2352	Integriti dan Antirasuah			28	80		100	0
TOTAL				17					

**MPU2212 is COMPULSORY to students who did not obtain a credit in Bahasa Melayu at SPM level. Students who obtained a credit in Bahasa Melayu (SPM) are exempted from this course.

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK	FINAL EXAMINATION
SEMESTER 2 (YEAR 1)									
1	MPU2412	Khidmat Masyarakat 1 /	Compulsory	2	28	80	NONE	100	0
	MPU2422	Pengurusan Masjid /			28	80		100	0
	MPU2432	Sports Event Management 1			45	80		100	0
	MPU2442	Integriti dan Antirasuah			28	80		100	0
2	MPU2182	Penghayatan Etika dan Peradaban /	Compulsory	2	28	80	NONE	100	0
	MPU2132	Bahasa Melayu Komunikasi 1 (Bukan Warganegara)			28	80		100	0
3	TQM1063	Introduction to Statistics and Data Analysis	Common Core	3	58	120	NONE	60	40
4	PHR2243	Human Resource Planning	Discipline Core	3	44	120	PHR2143	70	30
5	PHR2293	Introduction to Safety Management	Discipline Core	3	42	120	NONE	100	0
6	HOC2013	Organizational Communication	Common Core	3	42	120	NONE	100	0
	TOTAL				16				

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK	FINAL EXAMINATION
								%	%
SEMESTER 3 (YEAR 1)									
1	PMK1213	Fundamentals of Marketing	Common Core	3	45	120	NONE	60	40
2	PHR2253	Recruitment & Selection	Discipline Core	3	42	120	PHR2243	100	0
3	PBS2243	Business Ethics	Common Core	3	44	120	NONE	60	40
TOTAL				9					

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK %	FINAL EXAMINATION %
SEMESTER 1 (YEAR 2)									
1	PHR2303	Training and Development	Discipline Core	3	45	120	NONE	100	0
2	HLE2013	Introduction to Employment Law	Common Core	3	44	120	NONE	60	40
3	PAC1163	Principles of Business Accounting	Common Core	3	54	120	NONE	60	40
4	PEC1123	Principles of Economics	Common Core	3	50	120	NONE	60	40
5	PHR3173	Compensation Management	Discipline Core	3	44	120	NONE	70	30
6	PHR3083	Human Resource Information System	Discipline Core	3	45	120	NONE	70	30
TOTAL				18					

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK	FINAL EXAMINATION
SEMESTER 2 (YEAR 2)									
1	PEN2383	Digital Entrepreneurship	Common Core	3	42	120	NONE	100	0
2	PMG3093	Operation Management	Common Core	3	44.5	120	NONE	60	40
3	PHR3313	Performance Management	Discipline Core	3	46	120	NONE	100	0
4	PFN2143	Fundamentals of Financial Management	Common Core	3	52	120	NONE	50	50
5	PHR3263	Global Talent Management	Discipline Core	3	42	120	NONE	100	0
6	PHR2223	Industrial Relation	Discipline Core	3	45	120	NONE	70	30
	TOTAL			18					

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK %	FINAL EXAMINATION %
SEMESTER 3 (YEAR 2)									
1	PHR3093	Career Development	Discipline Core	3	42	120	NONE	100	0
2	PBS3233	International Business	Common Core	3	45	120	NONE	70	30
3	POB2113	Organizational Behavior	Common Core	3	45	120	NONE	60	40
TOTAL			9						

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE-REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		COURSE WORK	FINAL EXAMINATION
								%	%
SEMESTER 1 (YEAR 3)									
1	PHR3277	Industrial Training	Industrial Training	7	18	280	Pass all courses	100	0
TOTAL				7					
GRAND TOTAL				94					

COURSE INFORMATION

YEAR 1 SEMESTER 1

PHR2143 HUMAN RESOURCE MANAGEMENT

Prerequisite: None

Human resource management is a course about the activities in human resource management. Students will gain an understanding on how the human resource functions as a primary organization components, links the continuing development of individual employees to the organization effectiveness.

PMG1123 FUNDAMENTALS OF MANAGEMENT

Prerequisite: None

This subject will introduce the fundamental key managerial components in organizations to the students. It also helps the students to understand how the management functions work in the organizations.

TBM1063 BUSINESS MATHEMATICS

Prerequisite: None

This course develops competency in common business calculations with an emphasis on solving word problems related to financial decision-making. Students learn to calculate ratio, percentages, variation, linear programming, trade and cash discounts, markups and markdowns, simple and compound interest also present and future value of annuities. Students perform calculations with the aid of a calculator to solve problems.

HPE1043 PROFICIENCY ENGLISH

Prerequisite: None

This course introduces the students to the basic aspects of English language. It also allows students to incorporate skills related with English language. Students will have skills to converse and present effectively.

TTS1363 INTRODUCTION TO INFORMATION TECHNOLOGY

Prerequisite: None

This subject covers the use of personal computers in terms of their hardware and software in theory and its usage through hands on. The students will be exposed to the computer hardware, such as input output devices, system unit, secondary storage, communication media and its component, internet technologies and current issues in Information Technology. In the aspect of hands on, student will be exposed to the system and application software such as word processor, spreadsheet and presentation software.

MPU2212 BAHASA KEBANGSAAN A

Prerequisite: None

Kursus ini menawarkan kemahiran berbahasa dari aspek mendengar, bertutur, membaca dan menulis sesuai dengan tahap intelek pelajar. Tujuan kursus ini adalah untuk meningkatkan kecekapan berbahasa dalam konteks rasmi dan tidak rasmi. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, perbincangan, tugas, aktiviti kebahasaan, lakonan, ujian dan peperiksaan. Pada akhir kursus ini, pelajar diharapkan dapat menguasai kemahiran berbahasa secara lisan dan tulisan.

MPU2312 PENGAJIAN ISLAM

Prerequisite: None

Kursus ini disediakan untuk melahirkan warganegara yang faham tasawwur (konsep) Islam sebagai satu cara hidup yang bersepadu dan seimbang serta berupaya menghadapi pelbagai masalah dan cabaran. Perbincangan berasaskan kepada konsep-konsep asas Islam, Islam sebagai cara hidup, institusi Islam dan cabaran semasa. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tugas, peperiksaan, pengalaman pembelajaran atau pembelajaran berasaskan masalah.

MPU2342 PEMBANGUNAN PEMUDA

Prerequisite: None

Kursus ini bertujuan melahirkan insan berakhlak mulia, menghayati nilai-nilai murni secara bersepadu dalam kehidupan dan menyatupadukan masyarakat pelbagai kaum berdasarkan kepada nilai-nilai moral sejagat.

Terbahagi kepada 5 bahagian:

1. Konsep Pembangunan Belia
2. Asas Etika dan Nilai serta Kepentingan
3. Asas Etika dan Nilai Menurut Perspektif Pelbagai Agama
4. Ciri-ciri Belia Negara
5. Cabaran dan Masalah semasa Pembangunan Negara

Usaha ini selaras dengan falsafah Pendidikan Negara yang berhasrat melahirkan insan berilmu pengetahuan, berakhlak mulia, bertanggungjawab dan berkeupayaan mencapai kebahagiaan diri serta memberi sumbangan berkesan kepada kesejahteraan masyarakat dan Negara.

MPU2352 INTEGRITI DAN ANTIRASUAH

Prerequisite: None

Kursus ini merangkumi konsep asas rasuah termasuk nilai integriti, antirasuah, bentuk perlakuan rasuah, salah guna kuasa dalam aktiviti seharian dan organisasi serta kaedah pencegahan rasuah. Kes berkaitan rasuah juga dibincangkan. Kaedah pengajaran dan pembelajaran dilaksanakan dalam bentuk 'pembelajaran berdasarkan pengalaman' melalui aktiviti individu dan kumpulan. Pada akhir kursus ini, pelajar dapat memahami amalan integriti, konsep rasuah, antirasuah dan salah guna kuasa serta pencegahan rasuah dalam masyarakat dan organisasi.

**YEAR 1
SEMESTER 2**

MPU2412 KHIDMAT MASYARAKAT 1

Prerequisite: None

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek ketelibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

MPU2422 PENGURUSAN MASJID

Prerequisite: None

Kursus ini membincangkan konsep projek keterlibatan komuniti, penyediaan kertas cadangan dan ciri-ciri projek yang berkesan. Tujuan kursus ini ialah memberikan kefahaman dan penghayatan dalam melaksanakan projek ketelibatan komuniti. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah interaktif, diskusi kumpulan, pembelajaran berasaskan pengalaman melalui aktiviti kumpulan dan semangat sukarelawan. Pada akhir kursus ini, pelajar diharapkan dapat mengamalkan nilai dan etika, kepimpinan dan kerja berpasukan serta tanggungjawab sosial.

MPU2432 SPORTS EVENT MANAGEMENT 1

Prerequisite: None

The course introduces students to sports event management and focuses on the details required when planning a specific sports event. Emphasis is placed on the planning of events, beginning with research into selecting the right event, event themes, site selection, task and responsibility checklists, organizational committee structures, budgeting, advertising and promotion, and event administration.

MPU2442 INTEGRITI DAN ANTIRASUAH

Prerequisite: None

Kursus ini merangkumi konsep asas rasuah termasuk nilai integriti, antirasuah, bentuk perlakuan rasuah, salah guna kuasa dalam aktiviti seharian dan organisasi serta kaedah pencegahan rasuah. Kes berkaitan rasuah juga dibincangkan. Kaedah pengajaran dan pembelajaran dilaksanakan dalam bentuk 'pembelajaran berdasarkan pengalaman' melalui aktiviti individu dan kumpulan. Pada akhir kursus ini, pelajar dapat memahami amalan integriti, konsep rasuah, antirasuah dan salah guna kuasa serta pencegahan rasuah dalam masyarakat dan organisasi.

MPU2182 PENGHAYATAN ETIKA DAN PERADABAN

Prerequisite: None

Kursus ini mempersiapkan pelajar untuk menghayati etika dan peradaban yang wujud dalam masyarakat kepelbagaian etnik di Malaysia untuk memperteguhkan pemikiran kritikal dan analitikal mereka bagi menangani kehidupan yang lebih mencabar. Pengisian kursus ini memfokuskan kepada penghayatan etika dan peradaban dalam acuan Malaysia. Pelajar akan didedahkan dengan dinamika konsep etika dan peradaban yang menjadi kekuatan kepada pembentukan negara Malaysia berdasarkan susur masa evolusi sejarahnya dari era pra-kolonial sehingga ke pasca-kolonial. Kefahaman tentang pembentukan etika dan peradaban dalam masyarakat kepelbagaian dibincangkan bagi meningkatkan penghayatan etika dan peradaban ke arah pemantapan kesepaduan nasional dan bangsa Malaysia. Peradaban acuan Malaysia perlu dikupas serta diperdebatkan dalam aktiviti akademik berpandukan Perlembagaan Persekutuan sebagai tapak integrasi dan wahana etika dan peradaban. Pembinaan kesepaduan nasional amat dipengaruhi oleh globalisasi dan perkembangan teknologi maklumat dan komunikasi yang kompleks. Oleh kerana itu, penghayatan etika dan peradaban menzahirkan perilaku tanggungjawab sosial dan digerakkan pada peringkat individu, keluarga, komuniti, masyarakat, dan negara. Justeru, perubahan yang berlaku dalam masyarakat dan pembangunan langsung ekonomi telah membawa cabaran baru dalam mengukuhkan kelestarian etika dan peradaban di Malaysia. Amalan Pendidikan Berimpak Tinggi (HIEPs) dipraktikkan dalam pengajaran dan pembelajaran bagi mendalami kursus ini. (pengajaran & pembelajaran).

MPU2132 BAHASA MELAYU KOMUNIKASI 1 (BUKAN WARGANEGARA)

Prerequisite: None

Kursus ini melatih pelajar antarabangsa untuk berkomunikasi dalam Bahasa Melayu asas yang meliputi situasi kehidupan harian. Pelajar akan diperkenalkan dengan peraturan dan penulisan Bahasa Melayu mudah. Pengajaran dan pembelajaran akan dilaksanakan dalam bentuk kuliah, tutorial, tugas dan pengalaman pembelajaran pelajar di dalam dan di luar kelas. Pada akhir kursus ini, pelajar diharap dapat berkomunikasi dan menulis karangan dengan menggunakan ayat mudah dengan berkesan.

TQM1063 INTRODUCTION TO STATISTICS AND DATA ANALYSIS

Prerequisite: None

A course designed to emphasize the basic concept of statistics and probability. Topics include descriptive statistics, data presentation, correlation, regression, probability, probability distribution, estimation and hypothesis testing.

PHR2243 HUMAN RESOURCE PLANNING

Prerequisite: PHR2143

This course is designed to provide students with basic knowledge human resource planning functions. Students will be exposed to various methods and techniques in human resource forecasting. This is to prepare them in assisting manager in human resource department.

PHR2293 INTRODUCTION TO SAFETY MANAGEMENT

Prerequisite: None

This course covers the occupational safety and health management in relation with the safety at the workplace. It also covers the laws and acts, theories and preventions to reduce the number of industrial accidents and occupational diseases at the workplace.

HOC2013 ORGANIZATIONAL COMMUNICATION

Prerequisite: None

This course introduces students to a variety of techniques of business writing theories and oral practices. They are designed to be applicable to the production of work-related communication in the real world. The learning of organizational communication subject involves the fundamentals of good business writing. The students will be able to be proficient in handling organizational based documentations and efficient communication.

**YEAR 1
SEMESTER 3**

PMK1213 FUNDAMENTALS OF MARKETING

Prerequisite: None

The students will be equipped to the basic principles of marketing to satisfy consumer market.

PHR2253 RECRUITMENT & SELECTION

Prerequisite: PHR2243

This course provides students with a comprehensive concepts that are used in the recruitment and selection process. Students will be exposed on how to align the recruitment and selection functions with the organizational strategy.

PBS2243 BUSINESS ETHICS

Prerequisite: None

This subjects is intermediate level of subject. It exposes the comprehensive knowledge on ethical decision making, ethical business and the ethical issues at individual, organizational, and societal levels. This subject will contribute the students' ability to make a decision with ethical and professional manners.

**YEAR 2
SEMESTER 1**

PHR2303 TRAINING AND DEVELOPMENT

Prerequisite: None

This course covers the various aspects in the field of human resources development with importance given to the aspects of training and development in an organization. It includes the vital parts in the training and development field such as introduction to employee training and development, designing training, training and development methods, legal issues, career management and the future of training and development.

HLE2013 INTRODUCTION TO EMPLOYMENT LAW

Prerequisite: None

This is a fourth semester course for students doing Diploma in Human Resource Management. This course is an introductory level where students will learn the fundamental principles of employment law involved in management area.

PAC1163 PRINCIPLES OF BUSINESS ACCOUNTING

Prerequisite: None

The course introduces students to the basic knowledge on the financial accounting including analysis on financial statement. It is also provide the basic knowledge in cost and management accounting.

PEC1123 PRINCIPLES OF ECONOMICS

Prerequisite: None

This module is designed to provide students with the basic concepts and principles of both microeconomics and macroeconomics. Topics covered in microeconomics are demand and supply, costs of production and market structure. Topics covered in macroeconomics are national income accounting and equilibrium and public finance. Digital and knowledge economy covers Industrial Revolution 4.0 (IR4).

PHR3173 COMPENSATION MANAGEMENT

Prerequisite: None

This course will help to gain understanding the concepts of compensation and benefits. The course explore on compensation context, compensation methods and employee benefits.

PHR3083 HUMAN RESOURCE INFORMATION SYSTEM

Prerequisite: None

This module is designed to provide the students with an in-depth analysis of modern record keeping requirements for the practice of human resource management. The course also immersed the students in use of a modern Human Resource Information System (HRIS) system.

**YEAR 2
SEMESTER 2**

PEN2383 DIGITAL ENTREPRENEURSHIP

Prerequisite: None

This course examines the theory and practices of promoting online businesses in new and existing firms. It explores means to gain break through products and services. Students will develop business folios as a useful tool in designing business plan.

PMG3093 OPERATION MANAGEMENT

Prerequisite: None

This subject introduce students to the basic of operations management. Students will be equipped to understand the conversion of material and labour to maximize profits.

PHR3313 PERFORMANCE MANAGEMENT

Prerequisite: None

This course is an exposure to the students about human resource activities. It serves to introduce students to the activities and basic concept in the performance management. It is also designed to expose the students the importance of performance management as a whole.

PFN2143 FUNDAMENTALS OF FINANCIAL MANAGEMENT

Prerequisite: None

In this course the students able to learn the basic concept of financial management and the impact of fintech. It also cover the time value of money. It also elaborates on the financial techniques used to help firms in making financial decision relating to risk and return, capital budgeting, capital structure and dividend policy.

PHR3263 GLOBAL TALENT MANAGEMENT

Prerequisite: None

This course is designed to expose students with concepts and application of integrated people management practices that enable an individual to plan, attract, engage and retain talented employees in support of the realization of the organization's key business objectives. This course teaches the elements of global talent management within a framework of current application and to have better understanding on talent management techniques.

PHR2223 INDUSTRIAL RELATION

Prerequisite: None

This course exposes students to the industrial relations system scenario in Malaysia. It touches on the role of Ministry of Human Resources in the industrial relations system, the related laws and acts, the unions and its activities, collective bargaining and agreement, trade disputes and methods to solve it, industrial actions, and principles of natural justice among others.

**YEAR 2
SEMESTER 3**

PHR3093 CAREER DEVELOPMENT

Prerequisite: None

This course helps the students in the process of making a plan for the future career path, which includes learning about resumes, interviewing, and job search strategies.

PBS3233 INTERNATIONAL BUSINESS

Prerequisite: None

This course is an intermediate course. It allows the students to understand the basic concepts of foreign market entry strategies to expand product or service globally.

POB2113 ORGANIZATIONAL BEHAVIOR

Prerequisite: None

This course introduces the theoretical knowledge of organizational behavior. The course covers the three main influential factors of organizational behavior including the individual behavior, group behavior, and organizational system.

**YEAR 3
SEMESTER 1**

PHR3277 INDUSTRIAL TRAINING

Prerequisite: Pass all courses

This course is to expose students to the real working environment. Students will be placed in suitable private or public sector for 14 weeks. Students will be exposed to real life working environment relevant to their field of study. Students will have to present the task given during the industrial training to academic supervisor. A written report has to be submitted on week 15-16. Students will be supervised by appointed academic staff and industrial supervisor.

STUDY PATH

Diploma in Human Resource Management

