

Diploma in Human Resource Management (AB107)

Academic Session July Volume 1(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 science, accounting, business management, sciences, engineering and health sciences.

VISION

To be a Tertiary Education Institution with Excellent Reputation

MISSION

To cultivate academic and entrepreneurial excellence to achieve an optimal individual potential
To lead a holistic education through global acknowledgement and acceptance

SHARED VALUE

Trustworthy, Resilient, Blessed

MOTTO

A Centre of Learning, Centred on You

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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

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 3 years 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

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** : AB 107
3. **Duration** : 2 Years 4 Month
4. **Total Credit Hours** : 94
5. **Medium of Instruction** : English
6. **Entry Requirements** :

KPTM Batu Pahat	<ol style="list-style-type: none"> i. Pass <i>Sijil Pelajaran Malaysia</i> (SPM)/SPMV with at least credits in 3 subjects; OR ii. Pass STPM with minimum Grade C (GP2.0) in 1 subjects; OR iii. Pass in <i>Sijil Tinggi Agama Malaysia</i> STAM with minimum grade of maqbul; OR iv. Pass in SKM level 3 in a related field and pass in SPM with credits in any 1 subject; OR v. Pass Community College Certificate with Level 3 MQF in a relevant fields and pass SPM with at least credit in 1 subject; OR vi. Pass Certificate (Level 3,MQF) in related field with at least CGPA 2.00 OR vii. Other equivalent qualification that are recognize by the Malaysian Government.
KPTM Kuantan	<ol style="list-style-type: none"> i. Pass <i>Sijil Pelajaran Malaysia</i> (SPM)/SPMV with at least credits in 3 subjects; OR ii. Pass STPM with minimum Grade C (GP2.0) in 1 subjects; OR iii. Pass in <i>Sijil Tinggi Agama Malaysia</i> STAM with minimum grade of maqbul; OR iv. Pass in SKM level 3 in a related field and pass in SPM with credits in any 1 subject; OR v. Pass Community College Certificate with

	<p>Level 3 MQF in a relevant fields and pass SPM with at least credit in 1 subject; OR</p> <p>vi. Pass Certificate (Level 3,MQF) in related field with at least CGPA 2.00 OR</p> <p>vii. Other equivalent qualification that are recognize by the Malaysian Government.</p>
KPTM Semporna	<p>i. Pass <i>Sijil Pelajaran Malaysia</i> (SPM) with at least 3 credits in any subjects OR</p> <p>ii. Pass any relevant certificates with CGPA of at least 2.0 OR</p> <p>iii. Other equivalent qualifications that are recognized by the Malaysian Government</p>
KPTM Kesedar	<p>i. Pass <i>Sijil Pelajaran Malaysia</i> (SPM) with at least 3 credits in any subjects. OR</p> <p>ii. Other equivalent qualifications that are recognized by the Malaysian Government</p>

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 Objectives

The program educational objectives are for the graduates to:

- PEO1 Acquire and apply the knowledge and skills in human resource management.
- PEO2 Manage work and demonstrate responsibilities in solving human resource issues through effective communication and interpersonal skills.
- PEO3 Become knowledge workers or entrepreneurs with professionalism and ethics in relevant industries.
- PEO4 Pursues study in related disciplines and aspire continuous improvement in career and life through life-long learning.

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 Outcomes

Upon completion of the program, the graduates will be able to:

- PO1 Demonstrate competent knowledge and skills in human resource management.
- PO2 Employ ICT skills, techniques and other related management software for human resource activities.
- PO3 Perform social obligation through community services.
- PO4 Demonstrate professional ethics, holistic values and humanities in organizational management.
- PO5 Demonstrate effective communication, teamwork and leadership skills in related working environment.
- PO6 Solve problems and assist in decision making in matters pertaining to human resource.
- PO7 Pursue studies at higher level for successful career development and engage in life-long learning.
- PO8 Demonstrate proper managerial and entrepreneurial skills.

11. Awarding Body : Kolej Poly-Tech MARA

ACADEMIC PLANNER

ACTIVITY	ACADEMIC SESSION		
	Trimester 1 (day/week)	Trimester 2 (day/week)	Trimester 3 (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- day 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 all 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 (Pindaan 2015)**. 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		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 1 (YEAR 1)									
1	HPE1013	Proficiency English I	COMPULSORY	3	42	120	NONE	60	40
2	PMG1123	Fundamentals of Management	CORE	3	42	120	NONE	60	40
3	PHR2143	Human Resource Management	CORE	3	42	120	NONE	60	40
4	TBM1103	Business Mathematics for Human Resource	CORE	3	43	131	NONE	60	40
5	MPU2243	Human Communication	COMPULSORY (choose any one)	3	42	120	NONE	60	40
	MPU2253	Kemahiran Menulis			42	126		60	40
	MPU2233	Pengucapan Awam			42	120		60	40
	MPU2223	Study Skills			42	120		70	30
	MPU2213	Bahasa Kebangsaan A**			42	127		70	30
6	MPU2313	Pengajian Islam	COMPULSORY (Choose any one)	3	42	120	NONE	70	30
	MPU2343	Pembangunan Pemuda			42	120		100	0
TOTAL				18					

**MPU2213 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		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 2 (YEAR 1)									
1	HPE1023	Proficiency English II	COMPULSORY	3	42	120	HPE1013	60	40
2	PHR2153	HR Planning, Recruitment & Selection	DISCIPLINE CORE	3	42	120	PHR2143	70	30
3	PHR2163	Introduction to Safety Management	CORE	3	42	120	NONE	70	30
4	TTS2313	Office Application of Workplace	CORE	3	42	130	NONE	60	40
5	HFA1033	Bahasa Arab Asas	**ELECTIVES	3	42	120	NONE	100	0
	HFM1023	Introduction to Mandarin	(Choose any one)		42	120		70	30
6	MPU2163	Pengajian Malaysia 2	COMPULSORY (Choose any one)	3	42	120	NONE	70	30
	MPU2133	Bahasa Melayu Komunikasi 1(Pelajar bukan warganegara Malaysia)			42	120		70	30
	TOTAL			18					

**Subject to college decision, refer to *Buku Peraturan Akademik*, pg 15, 3.3.5

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE- REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 3 (YEAR 1)									
1	HOC2013	Organizational Communication	COMPULSORY	3	42	120	NONE	100	0
2	MPU2412	Khidmat Masyarakat 1	COMPULSORY (Choose any one)	2	28	80	MPU22XX	100	0
	MPU2422	Pengurusan Masjid			28	80		100	0
	MPU2432	Sports Event Management 1			28	80		100	0
3	TQM1063	Introduction to Statistics and Data Analysis	CORE	3	56	120	NONE	60	40
TOTAL				8					

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE- REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 1 (YEAR 2)									
1	HLE2013	Introduction to Employment Law	CORE	3	42	140	NONE	60	40
2	PHR2223	Industrial Relation	CORE	3	42	120		70	30
3	PEC1123	Principles of Economics	CORE	3	42	120		60	40
4	POB2113	Organizational Behavior	CORE	3	42	120		60	40
5	PHR2213	Training and Development	CORE	3	42	120		70	30
6	PBS2243	Business Ethics	**ELECTIVES	3	42	120		60	40
	HPS2013	Basic Oratory	(Choose any one)		50	120		100	0
TOTAL				18					

**Subject to college decision, refer to *Buku Peraturan Akademik*, pg 15, 3.3.5

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE- REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 2 (YEAR 2)									
1	PEN2303	Digital Entrepreneurship	CORE	3	42	120	NONE	100	0
2	PHR3203	Performance Management	CORE	3	42	120		70	30
3	PBS3253	Business and It's Environment	**ELECTIVES	3	42	120		70	30
	PMG3153	Small Business Management	(Choose any one)		39	120		70	30
4	PHR3173	Compensation Management	CORE	3	42	120		70	30
5	PHR3083	Human Resource Information System	CORE	3	42	120		70	30
	TOTAL			15					

**Subject to college decision, refer to *Buku Peraturan Akademik*, pg 15, 3.3.5

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE- REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 3 (YEAR 2)									
1	PHR3183	Career Development for HRM	CORE	3	42	120	NONE	70	30
2	HRS2013	Basic Research Skills	CORE	3	56	132		100	0
3	PAC1143	Foundation to Financial Accounting	**ELECTIVES (Choose any one)	3	50	132		60	40
	PFN1253	Introduction to Personal Financial Planning			42	127		60	40
TOTAL			9						

**Subject to college decision, refer to *Buku Peraturan Akademik*, pg 15, 3.3.5

PROGRAMME STRUCTURE - DIPLOMA IN HUMAN RESOURCE MANAGEMENT (AB107)									
NO	COURSE CODE	COURSE NAME	STATUS	CREDIT	SLT		PRE- REQ	ASSESSMENT	
					FACE TO FACE	TOTAL SLT		CONTINUOUS	SUMMATIVE / FINAL
								%	%
SEMESTER 1 (YEAR 3)									
1	PHR3198	Industrial Training	INDUSTRIAL TRAINING	8	8	320	Have taken and passed all courses in the previous semester as stated in the program structure	100	0
TOTAL				8					
GRAND TOTAL				94					

COURSE INFORMATION

YEAR 1 SEMESTER 1

HPE1013 PROFICIENCY ENGLISH I

Prerequisite: None

This course/module is to introduce the students with the major aspects of learning English skills such as speaking, listening, reading and writing with major emphasis on grammar on a basic level. The classroom activities are conducted in a manner that enables the incorporation of all skills. It is designed to expose the standard of English language usage in classrooms. This module also exposes students with appropriate conversation/ interaction skills which allow them to present ideas effectively in group discussion.

PMG1123 FUNDAMENTALS OF MANAGEMENT

Prerequisite: NONE

This subject will introduce the four basic principles of management to the students. It also helps the students to understand work responsibilities of a manager in a typical organization. The four basic principles of management include planning, organizing, leading and controlling.

PHR2143 HUMAN RESOURCE MANAGEMENT

Prerequisite: None

This module is designed to expose the student with effective human resource management which is crucial to the success of organization. The student will be equipped with sound knowledge on how Recruitment and Selection, Training and Development and Compensation and Benefit are being practiced in the organization. Moreover this course will expose the students with various aspects of industrial relation.

TBM1103 BUSINESS MATHEMATICS FOR HUMAN RESOURCE

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, basic algebra with a single variable, financial mathematics with personnel taxation and payroll. Students perform calculations with the aid of a calculator to solve problems.

MPU2243 HUMAN COMMUNICATION

Prerequisite: None

This course is offered to gain students understanding with the types of human communication, how it occurs, the skills in interpersonal communication, communication in a small group as well as in the organization. Students also will learn basic on how to manage conflicts in the organization and group.

MPU2253 KEMAHIRAN MENULIS**Prerequisite: None**

Kursus ini ditawarkan kepada pelajar sebagai subjek elektif. Secara umumnya kursus ini merangkumi pengenalan kepada penulisan, proses asas penulisan, jenis-jenis penulisan dan penulisan dalam laman blog.

MPU2233 PENGUCAPAN AWAM**Prerequisite: None**

Kursus ini berkisar tentang aspek pengucapan awam yang merangkumi kemahiran, penyampaian, bahasa, penampilan diri, halangan dalam pengucapan awam dan etika berucap.

MPU2223 STUDY SKILLS**Prerequisite: None**

Study Skills is designed to help students improve their study skills and develop their ability to use it. This subject is also geared to provide the students with the awareness on the knowledge and tools that the students need in order to build the skills for lifelong learning. In addition, it will guide the students in understanding what they can do to be a more efficient and effective learner. The learning strategies taught in this course are meant to be used for learning tasks in class, work and in their personal lives.

MPU2213 BAHASA KEBANGSAAN A****Prerequisite: None**

Kursus ini mencakupi pengenalan kepada bahasa Melayu, prinsip sebutan dan intonasi, sistem ejaan dan tatabahasa Melayu, prinsip pengucapan awam, kepelbagaian teks, prosa, puisi dan penulisan teks atau wacana sama ada berformat atau tidak berformat.

MPU2313 PENGAJIAN ISLAM**Prerequisite: None**

Kursus ini merupakan antara mata pelajaran umum yang disyaratkan oleh Kementerian Pengajian Tinggi. Kursus ini merangkumi empat bahagian iaitu;

- A) Islam dan Konsep-konsep Asas.
- B) Islam Sebagai Peradaban dan Tamadun.
- C) Institusi-institusi yang terdapat di dalam Islam
- D) Islam dan Cabaran Semasa.

Selain itu, subjek ini memberi penerangan kepada pelajar mengenai tasawwur Islam secara tepat yang menyumbang kepada pembangunan ummah. Ia juga menghurai kan keupayaan Islam dalam menangani pelbagai cabaran yang dihadapi oleh masya rakat Malaysia.

MPU2343 PEMBANGUNAN PEMUDA

Prerequisite: None

Kursus ini bertujuan melahirkan insan berakhlak mulia, menghayati nilai-nilai murni secara bersepadu dalam kehidupan, ciri-ciri belia negara dan aspek 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, membina jati diri belia berasaskan nilai-nilai murni dan berkeupayaan mencapai kebahagiaan diri serta memberi sumbangan berkesan kepada kesejahteraan masyarakat dan Negara.

**YEAR 1
SEMESTER 2**

HPE1023 PROFICIENCY ENGLISH II

Prerequisite: HPE1013

Proficiency English II is the second level of proficiency paper. This curriculum is designed to raise the standard of English language usage in classrooms. It focuses on the major aspects of learning English mainly grammar, speaking, listening, reading and writing in a more advance level. This course/module is to prepare them for the next level of the curriculum. The classroom activities are conducted in a manner that enables the incorporation of all skills and focuses high emphasis on effective writing.

PHR2153 HUMAN RESOURCE PLANNING, RECRUITMENT AND SELECTION

Prerequisite: PHR2143

This course is designed to provide students with sufficient coverage of human resource planning process and staffing within organizations. Students will be exposed to various methods and techniques in recruitment and selection of applicants. This is to prepare them in assisting managers in recruitment and selection process. Topics covered are overview of human resource management which emphasize on the roles and functions of modern human resource department; human resource planning process; recruitment; interviewing; selection; job analysis; job description and job specification.

PHR2163 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.

TTS2313 OFFICE APPLICATION OF WORKPLACE

Prerequisite: NONE

This subject covers the use of personal computers in terms of their software in theory and its usage through hands on. The student will be exposed to the system and application software such as windows operating system, word processor, spreadsheet, presentation software and database software.

HFA1033 BAHASA ARAB ASAS

Prerequisite: None

Kursus ini akan mendedahkan kepada pelajar perkara-perkara asas dalam bahasa Arab seperti huruf-huruf *hijaiyyah*, tatabahasa dan empat kemahiran bahasa (mendengar, membaca, menulis dan bertutur). Kursus ini juga melatih pelajar melengkap dan membina ayat-ayat mudah dan dialog-dialog ringkas dalam Bahasa Arab berdasarkan situasi tertentu.

HFM1023 INTRODUCTION TO MANDARIN

Prerequisite: None

This course covers introduction to the Chinese universal pronunciation system (Hanyu Pinyin), Chinese Simplified Characters, basic speaking, listening, writing and reading.

MPU2163 PENGAJIAN MALAYSIA 2

Prerequisite: NONE

Kursus ini menghuraikan tentang warganegara Malaysia yang berwawasan dan mampu menghadapi cabaran ke arah mencapai kesejahteraan hidup serta dapat menghayati peranan Malaysia di peringkat antarabangsa. Kursus ini memberi penghayatan tentang sejarah dan politik, perlembagaan Malaysia, kemasyarakatan dan perpaduan, pembangunan negara dan isu-isu keprihatinan negara juga mendedahkan tentang kepentingan organisasi MARA dalam pembangunan negara.

MPU2133 BAHASA MELAYU KOMUNIKASI 1

Prerequisite: NONE

Kursus ini ditawarkan kepada pelajar luar negara bagi membantu mereka dalam aspek berkomunikasi. Ia lebih menekankan kaedah penggunaan bahasa yang mudah serta dapat membantu dalam aktiviti kehidupan harian mereka. Pelajar juga akan dapat menggunakannya untuk membuat rujukan bahan-bahan akademik dalam bahasa Melayu..

**YEAR 1
SEMESTER 3**

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 involve the fundamentals of good business writing such as protocols for business letters, memoranda, emails, good and bad messages, formal reports and proposals.

MPU2412 KHIDMAT MASYARAKAT 1

Prerequisite : MPU22XX

Modul ini memberi peluang kepada pelajar untuk memahami kursus khidmat masyarakat berdasarkan pengalaman praktikal bersama masyarakat setempat dengan melibatkan bersama agensi sukarelawan. Di akhir kursus ini pelajar memperoleh kecekapan dalam mengurus sesuatu program kemasyarakatan melalui kemahiran insaniah seperti menyelesaikan masalah dan kerjasama dalam kumpulan.

MPU2422 PENGURUSAN MASJID

Prerequisite: MPU22XX

Kursus ini memberi peluang kepada pelajar memahami secara mendalam peranan dan fungsi institusi masjid di samping memberi pendedahan kepada pelajar tentang peranan dan etika kerjaya pentadbiran institusi tersebut melalui aktiviti yang dijalankan.

MPU2432 SPORT EVENT MANAGEMENT 1

Prerequisite : MPU22XX

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.

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 and hypothesis testing.

**YEAR 2
SEMESTER 1**

HLE2013 INTRODUCTION TO EMPLOYMENT LAW

Prerequisite: NONE

The course was designed basically to equip students with the basic concept of Employment Law in Malaysia. On successful completion of the course, students are expected to have a strong foundation on the principles of Employment Laws which affect the Human Resources Management.

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.

PEC1123 PRINCIPLES OF ECONOMICS

Prerequisite: NONE

This module is designed to provide students with an understanding of the basic concepts and principles of both microeconomics and macroeconomics at introductory level. Topics studied in Microeconomics include, demand and supply, costs of production and how market structure can determine price and output decisions. National income accounting, unemployment and inflation and international trade and finance are topics studied in Macroeconomics.

POB2113 ORGANIZATIONAL BEHAVIOR

Prerequisite: NONE

This course is designed to expose students to the importance of organizational behaviour as a whole. This subject would prepare the students to become a key player in team and group. In depth knowledge regarding the foundation of organizational behaviour will help the students to deal with various problems such as turnover, absenteeism, job satisfaction and productivity level. The topics in this course include leaderships, perceptions, job satisfaction, group behaviour, work teams and organization culture.

PHR2213 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 training process, importance of training and various related issues that need to be dealt with. The usage of various new technologies into training process is also discussed.

PBS2243 BUSINESS ETHICS

Prerequisite: NONE

It exposes the students the knowledge on ethical decision making and ethical business issues at individual, organizational, and societal levels.

HPS2013 BASIC ORATORY

Prerequisite: NONE

The course provides the overview of communication theory as well as incorporates extensive practical aspects of public speaking.

**YEAR 2
SEMESTER 2**

PEN2303 DIGITAL ENTREPRENEURSHIP

Prerequisite: NONE

This course examines the theory and practice of promoting online technologies in start-ups and existing firms. It explores successful frameworks, strategies, funding techniques, business models, risks, and barriers for introducing break-through products and services. Students will develop business folio for articulating, evaluating, refining, and pitching a new product or service offering, either as a start-up business plan or a new initiative at an existing firm.

PHR3203 PERFORMANCE MANAGEMENT

Prerequisite: NONE

This course is an exposure to the students to the 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 to the importance of performance management as a whole.

PBS3253 BUSINESS AND ITS ENVIRONMENT

Prerequisite: NONE

This course is an intermediate course. It exposes the students to help students gain a better understanding of the relationships between a business and its environment. The course explores the complexity of forces on the activities of business organizations and the nature of the decisions that organizations must take if they are to survive and prosper in a dynamic environment.

PMG3153 SMALL BUSINESS MANAGEMENT

Prerequisite: NONE

This course will provide students the opportunity to learn and understand the important elements required to open and operate a successful small business with basic familiarity of computer technology operations by considering the risk management in small business.

PHR3173 COMPENSATION MANAGEMENT

Prerequisite: NONE

This module is designed to provide students with an understanding of the basic concepts of compensation management at introductory level. Topics studied in Compensation Management include the perspective on compensation management, job analysis, short and long term incentive, benefit and employee services and the formation of the compensation structure.

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 immerses the students in use of a modern Human Resource Information System (HRIS) system.

**YEAR 2
SEMESTER 3**

PHR3183 CAREER DEVELOPMENT

Prerequisite: NONE

This course is designed to expose, prepare and equip students to explore and planning their own career as it relates to theory and interventions, resource familiarity and the changing world of work. This course covers the various aspects in the field of career development which is theories of career development, individual career, career related assessment, organizational career system, career development practices in business sector and global career and diversity.

HRS2013 BASIC OF RESEARCH SKILLS**Prerequisite: NONE**

This course is designed to train the students in applying basic research skills to help them in their decision making in the working world. The course will cover the introduction to research, sampling technique, research design, analyzing qualitative and quantitative data, as well as the skills to present the data.

PAC1143 FOUNDATION TO FINANCIAL ACCOUNTING**Prerequisite: NONE**

This course introduces students to the basic knowledge of accounting in recording and completing accounting cycle and preparing financial statements manually and also by using accounting software; and the concepts use in appraising a company's financial performance.

PFN1253 INTRODUCTION TO PERSONAL FINANCIAL PLANNING**Prerequisite: NONE**

This course provides the framework of financial planning by focusing on managing and organizing personal financial resources. It incorporates insurance planning which stresses the importance of protecting financial resources, investment planning for growth of resources and long term planning for old age survival.

**YEAR 3
SEMESTER 1****PHR3198 INDUSTRIAL TRAINING****Prerequisite: Have taken and passed all courses in the previous semester as stated in the program structure**

This course is to expose students to the real working environment. Students will be placed in appropriate local industry or Government Corporation for 8 hours for 5 working days for 16 weeks in the final semester of their year of study. 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 17-18. Students will be supervised by appointed Academic staff and industrial supervisor.

STUDY PATH

Diploma in Human Resource Management

