

# Diploma in Human Resource Management

(R2/345/4/0770) (A 11541) 10/2025

This programme is specifically designed for those with an interest in human resource area and human resource personnel management. Human Resource Management also focuses on the function of people within the business, ensuring the best work practices are in place at all times, a part from a bright and colourful career path.

## BENEFITS

You will have the opportunity to gain valuable practical experience and transferable employability skills, such as critical thinking, problem-solving, teamwork, and communication skills.

## CAREER PROSPECTS

- HR Administrative Assistant
- HR Executive / Supervisor
- HR Manager

## ENTRY REQUIREMENTS

SPM: Minimum 3 credits equivalent qualification OR  
 STPM: Minimum C GPA of 2.0 equivalent qualification OR  
 STAM: Minimum Maqbul grade OR  
 SKM: Level 3 & Minimum 1 credits OR CERTIFICATE: Pass in certificate (Level 3, MQF)

For International Students  
 IELTS: Minimum 5.0

Duration of study  
 2.5 years  
 (inclusive of industrial training)

Credit Hours  
 92

## SUBJECTS OFFERED

### YEAR 1

- Pengajian Malaysia 2 / Bahasa Melayu Komunikasi 1\*
- Academic English 1
- Business Mathematics
- Fundamentals of Accounting
- Principles of Human Resource Information System
- Principles of Management
- Principles of Finance
- Academic English 2
- Professional Communication
- Computer Software Applications
- Principles of Marketing
- Introduction to Business

### YEAR 2

- Basic Entrepreneurship
- Academic English 3
- Commercial Law
- Introduction to Occupational Safety
- Health
- Business Statistics
- Organizational Behaviour
- Oral in Business Communication
- Human Resource Management
- Industrial Relations and Labour Relations
- Managing Workplace Diversity
- Employee Recruitment and Selection
- Employee Performance Appraisal

### YEAR 3

- Employee Compensation Management
- Ethics in Business
- Human Resource Planning
- Human Resource Training and Development
- Co-Curriculum
- Industrial Training