Diploma in Management (Specialisation: Human Resource Management) - LM211

1. Objectives

This programme is designed to expose the students to the concepts which are important for a managerial career and to equip students with the necessary concepts, tools and techniques of management.

This programme will address the specific needs of human resource managers.

2. Programme Requirements

2 'A' levels passes plus a minimum of 3 years work experience in the relevant field.

3. Programme Duration

	Normal (Years)	**Maximum (Years)**
Part Time	2(4 semesters)	3 (6 semesters)

4. Credits per Semester

Minimum   9 Credits
Maximum 21 Credits (subject to regulations 4 above)

5. Minimum Credits Required for the Award of Diploma

Diploma   -   66

6. Assessment

Each module will carry 100 marks and will be assessed as follows (unless otherwise specified):

Assessment will be based on a written examination of 2-hour (for a semester module) or 3-hour (for a yearly module) duration and continuous assessment carrying a range of 20% to 30% of total marks. Continuous assessment will be based on two (2) assignments/tests per module.

For a student to pass a module, an overall total of 40% for combined continuous assessment and written examination components would be required without minimum thresholds within the individual continuous assessment and written examination.

There is no level weightage to modules, i.e. each module carries its credit value.

7. Important Note

The rules as stipulated in this Programme Structure and Outline Syllabus will replace all other rules & regulations.

8. List of Modules

CORE MODULES

Module code	Modules	Hrs/Wk L + P	Credits
CSE 1010e	Introduction to Information Technology	DE	3
ECON 1111	Micro economics	DE	3
MGT 1111	Organisation and Management	DE	3
ACF 1000	Accounting for Financial Decision Making	3 + 0	3
QM 1101	Introduction to Quantitative Methods	3 + 0	3
LAWS 1105	Introduction to Law and Legal Methods	3 + 0	3
ECON 1211	Macro economics	DE	3
MGT 1201	Organisational Behaviour	DE	3
STAT 1010	Statistics I	DE	3
MGT 1203	Marketing Fundamentals	3 + 0	3
CSE 1021	Basic Computer Applications	3 + 0	3
ACF 1002	Principles of Finance	3 + 0	3
MGT 2101	Human Resource Management I	3 + 0	3
MGT 2122	Performance and Reward Management	3 + 0	3
MGT 2123	Health, Safety and Welfare Management	3 + 0	3
MGT 2201	Human Resource Management II	3 + 0	3
MGT 2222	Employment Relations	3 + 0	3
MGT 2223	Training and Development	3 + 0	3

ELECTIVE MODULES

Module code	Modules	Hrs/Wk L + P	Credits
MGT 2125	Public Policy and Its Administration	3 + 0	3
MGT 2227	Communication Skills for Public Administrators	3 + 0	3
MGT 2142	Customer Oriented HR for Public Sector	3 + 0	3
MGT 2143	Quality Management for Public Sector	3 + 0	3
LAWS 2210	Labour Law in the Public Services	3 + 0	3
MGT 2244	Managing Transition and Change	3 + 0	3
MGT 2245	eHR for eGovernment	3 + 0	3
MGT 2246	Governance in the Public Sector	3 + 0	3

9.   Programme Plan

YEAR I							
Semester 1				**Semester 2**			
Code	**Module**	**Hrs/Wk L + P**	**Credits**	**Code**	**Module**	**Hrs/Wk L + P**	**Credits**
CORE				**CORE**			
CSE 1010e	Introduction to Information Technology	DE	3	ECON 1211	Macroeconomics	DE	3
ECON 1111	Microeconomics	DE	3	MGT 1201	Organisational Behaviour	DE	3
MGT 1111	Organisation and Management	DE	3	STAT 1010	Statistics I	DE	3
ACF 1000	Accounting for Financial Decision Making	3 + 0	3	MGT 1203	Marketing Fundamentals	3 + 0	3
QM 1101	Introduction to Quantitative Methods	3 + 0	3	CSE 1021	Basic Computer Applications	3 + 0	3
LAWS 1105	Introduction to Law and Legal Methods	3 + 0	3	ACF 1002	Principles of Finance	3 + 0	3

YEAR II							
Semester 1				**Semester 2**			
Code	**Module**	**Hrs/Wk L + P**	**Credits**	**Code**	**Module**	**Hrs/Wk L + P**	**Credits**
CORE				**CORE**			
MGT 2101	Human Resource Management I	3+0	3	MGT 2201	Human Resource Management II	3 + 0	3
MGT 2122	Performance and Reward Management	3+0	3	MGT 2222	Employment Relations	3 + 0	3
MGT 2123	Health, Safety and Welfare Management	3+0	3	MGT 2223	Training and Development	3 + 0	3
ELECTIVE S	**(CHOOSE ANY TWO)**			**ELECTIVES**	**(CHOOSE ANY TWO)**		
MGT 2125	Public Policy and Its Administration	3+0	3	LAWS 2210	Labour Law in the Public Services	3 + 0	3
MGT 2227	Communication Skills for Public Administrators	3+0	3	MGT 2244	Managing Transition and Change	3 + 0	3
MGT 2142	Customer Oriented HR for Public Sector	3+0	3	MGT 2245	eHR for eGovernment	3 + 0	3
MGT 2143	Quality Management for Public Sector	3+0	3	MGT 2246	Governance in the Public Sector	3 + 0	3