

## Diploma in Human Resource Management (DHRM)

This curriculum is designed to meet the needs of learners, future employees, and employers in the field of human resource management. It is a demand and competence-based curriculum, with the target of enhancing learners to have abilities to perform well in their works. This will enable the programme to produce graduates who are innovative, creative, and flexible and who can respond quickly to the social, job market and global environment. The holder of an Ordinary Diploma in Human Resource Management (DHRM) is enabled to apply skills and knowledge in a broad range of work activities in human resource, most of which are non-routine. This will make the graduate of DHRM to be valuable asset of an organization, effective for both personal and organizational productivity.

Specific Objectives Shall be:

- (i) To provide human resource management knowledge and skills to enhance organizational sustainability in line with the national development strategies, plans and policies.
- (ii) To produce experts in human resource management who will use their expertise to manage human resources in organizations
- (iii) To prepare professionals who will be able to keep abreast with local and international labour dynamics which concerns issues related human resource management
- (iv) To produce human resource staff who can match with the economic and technological change in the labour market.
- (v)

### Programme Structure

#### YEAR 1

SEMESTER I				SEMESTER II			
ANTE	Course Title	Status	CR (s)	ANTE	Course Title	Status	CR (s)
MGT 051	Communication Skills	Core	10	MGT 054	Basics of Human resource management	Core	10
CDM051	Basics of Cooperation and Co-operative Development	Core	08	MGT 055	Office Procedures and Records Management	Core	10
ECS 051	Basics of Business Mathematics and Statistics	Core	10	CDM 052	Development Studies	Core	08
MGT 052	Principles of management	Core	10	MGT 056	Organizational Issues in Co-operatives	Core	08

LAW 050	Introduction to law	Core	08	MGT 057	Organizational Development	Core	10
ECS 052	Principles of micro-economics	Core	08	MGT 058	Organizational Behaviour	Core	10
MGT 053	Intermediate Leadership in Co-operatives	Core	08	MGT 059	Human Resource Planning and Development	Core	10
<b>Total credits</b>			<b>62</b>	<b>Total credits</b>			<b>66</b>

## YEAR 2

SEMESTER III				SEMESTER IV			
ANTE	Course Title	Status	CR (s)	ANTE	Course Title	Status	CR (s)
ICT 051	Computer Applications and Data Processing	Core	10	MGT 067	Development Administration	core	08
MGT 061	Occupational Health and Safety	Core	10	PSM061	Customer service Management	Core	10
MGT 062	Compensation and Benefits Design	Core	10	MGT 068	Employee Relations	Core	10
MGT 063	Strategic Co-operative Management	Core	10	MGT 069	Strategic Human Resource Management	Core	12
LAW 055	Law of contract	Core	08	MGT 060	Field Attachment	Core	08
CDM 064	Co-operative Education and Training	Core	08	MGT 070	Introduction to Human Resource Information System	Core	08
MGT 065	Introduction Public Administration	Core	10	MGT 071	Co-operative Entrepreneurship	Core	10
<b>Total credits</b>			<b>66</b>	<b>Total credits</b>			<b>66</b>