

NATIONAL "N" DIPLOMA

# HUMAN RESOURCE MANAGEMENT

N4: ID 66873 | N5: ID 66953 | N6: ID 66997

**COURSE INFO**



## Overview

Managing large groups of people while recognizing the requirements of individuals in the workplace is a rising topic of concern for businesses seeking to assure employee happiness and productivity. Human resource management is gaining centre stage with the introduction of concepts like flexi hours and remote working, as well as parental leave entitlements. The Human Resource Management Program allows students to investigate issues of people management in theory and practice, as well as how this might contribute to organizational success.



## Entry Requirement

- Certified copies of Matric Certificate or an equivalent qualification
- Certified Copy of ID/Passport



## Module to be Covered

### N4 (6 Months)

- Personnel Management
- Management Communication
- Entrepreneurship & Business Management
- Computer Practice/ Introductory Computer Practice

### N5 (6 Months)

- Personnel Management
- Personnel Training
- Entrepreneurship & Business Management
- Labour Relations

### N6 (6 Months)

- Economics
- Mercantile Law
- Financial Accounting
- Public Relations

**NB: Inservice training required for National Diploma Certificate**



## Mode of Offering

- Full-Time Contact
- Part-Time Weekend
- Online / Distance / Self Study



## Career Prospects

- Human Resource Officer
- Recruitment Officer
- Human Resource Administrator
- HR Advisor
- HR Coordinator
- HR Manager



## Certification

The programme is administered by Department of Higher Education & certification awarded by the DHET and QCTO.



Accreditation No: 07-QCTO/SDP050821-2661

