

# DIPLOMA HUMAN RESOURCE MANAGEMENT



UNIVERSITY COLLEGE of  
AVIATION MALAYSIA



**Duration** : 2.5 – 3 years

**Requirements** : Pass SPM with at least 3 credits in any subjects.

**MQA Code** : MQA/PA 8709 | **MoE License** :N/345/4/1069

## Program Information

Human Resource plays an important role in any organization to ensure the feasibility and sustainability in the industry. As the employee is considered the backbone of the company, it is essential to ensure all human resource matters are conducted effectively. Most organization often seek applicants with a qualification in HRM because of the cutting-edge strategic knowledge and skills that they have developed. The best thing about the program is to have a chance to learn from inspiring lecturers with relevant aviation case study. This is the chance for the student to enjoy the learning and understanding in greater depth the different HR theories which can relate with the aviation industry. Among the topics that the student will learn are organisational behaviour, employment relations systems and processes, human resource planning, recruitment and selection, performance management, training and development etc, all of which give you valuable knowledge on to run a company effectively.



## Career Opportunities

- HR Executive
- Project Executive
- Employee Service Agent
- Sales/ Marketing Staff
- Airlines Call Centers
- Housekeeping Executive
- Employee Service And Care Executives
- Space Booking
- Guest Services
- Front Desk Clerks
- HR Planner
- Public Relation Office

## Core Courses

- Business Communication
- Office Management
- Human Resource Management
- Organizational Development
- Business Law
- Principle of Management
- Business Accounting
- Marketing Management
- Business Ethics & Values
- Introduction to Finance
- Compensations & Benefits
- Business Organisation
- Employee Resource & Staffing
- industrial relations