



FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

NATIONAL N-DIPLOMA

Human Resource Management N4-N6

ENTRY REQUIREMENTS

Grade 12 Certificate

DURATION

3 Years (18 months theory and 18 months practical work experience)

WHAT IS THIS PROGRAMME ABOUT?

Once you complete this programme you will be able to apply knowledge, skills and relevant communication skills for application in writing and verbal communication in practice of personnel management. Such skills include motivation, group dynamics, leadership skills and information systems as applicable in the management of human resources and in the presentation of information in activities relevant to human resource management.

WHAT CAREER OPPORTUNITIES ARE OUT THERE?

- > Human Resource Assistant
- > Administrative Assistant
- > Entrepreneur

WHAT SUBJECTS WILL I BE TAKING?

FIRST YEAR

N4, First Semester

> Personnel Management

> Management Communication

> Computer Practice

> Entrepreneurship and Business Management

N5, Second Semester

> Personnel Management

> Personnel Training

> Computer Practice

> Labour Relations

SECOND YEAR

N6, First Semester

> Personnel Management

> Personnel Training

> Computer Practice

> Labour Relations

WHAT DO THESE SUBJECTS ENTAIL?

PERSONNEL MANAGEMENT

Personnel Management gives the student a good background of the personnel functions, starting with recruitment and selection right through performance appraisal, remuneration, job evaluation, etc. – to the point where the employment contract ends. It also deals with issues such as motivation, leadership, management and communication.

MANAGEMENT COMMUNICATION

Studies the different disciplines of communication, motivation and self-image as tools in the organisation. Practical activities are included, especially the writing of business communication documents.

This subject also studies the theory behind advertising, the communication tool for marketing, with emphasis on the role it plays in marketing strategies of an organisation.

COMPUTER PRACTICE

Provides students with skills to perform basic computer functions. The subject field covers Microsoft Word, Excel, Power Point, Access and basic Internet and Email functionality.

ENTREPRENEURSHIP AND BUSINESS MANAGEMENT

Entrepreneurship and Business Management studies the different aspects of starting your own business. It provides basic knowledge of how to draw up a business plan and all the necessary aspects needed for a business plan.

PERSONNEL TRAINING

Without a well-trained staff, an organisation will certainly under perform. Personnel Training moulds the student with a sound background on training adults in the workplace as well as the necessary training and facilitation skills. It also provides a framework for assessing training needs.

LABOUR RELATIONS

Labour Relations focuses on monitoring good relationships at the workplace by keeping it free from conflict and dispute through sound communication and providing a framework/system for dealing with various issues. The subject initially gives the student a background of the Basic Conditions of Employment Act and the Labour Relations Act, while the latter part of the subject deals with trade union issues as well as the problematic areas of disciplinary hearings, disputes, strikes and negotiations.