



**Name of the Program:** Diploma in Human Resource Management (DHRM), **Advanced Diploma in Human Resource Management (ADHRM)**, Associate Diploma in HRM (ADHRM), **Associate Degree in HRM (ADHRM)**, Professional Certificate in HRM (PCHRM), **Professional Diploma in HRM (PDHRM)**, Certified HRM/HR Professional (CHRM), **Graduate Diploma Human Resource Management (GDHRM)**, Post Graduate Diploma Human Resource Management (GDHRM).

### **Syllabus – Course Outline**

**Training Mode:** Distance Education/Self Study

**Duration: 6 Months or 1 Year. Eligibility:** a) 12 class passed in any medium or equivalent degree for Diploma/AD/GD/Associate Dip. And Bachelor Degree for PG Diploma. **Medium of Instruction:** English. **Credits:** (30 Credits = @ 15 Credits Per subject x 2 Subjects) or 40 Credits including 10 Credits Project Exercise for advanced level studies and professional trainings certification. 45-60 Credits for PGD in HRM.

### **Course Objective and Why should study in Human Resource Management or Professional Human Resource Management?**

The prime objective of the course in HRM is to help trainee to develop a strategic approach to recruitment, training, analysis, and every other intricacy of HR. Moreover, you'll gain exposure to the design, process, and execution of such strategies in a global scenario, so that's another one of the benefits of studying human resource management.

If you study Diploma in HRM or HRM courses then HR qualification help you to get on the career ladder, there are many other reasons why studying HR can be beneficial. A Human Resources department is a vital part of any large business, handling a vast array of tasks from recruiting new employees, conducting interviews, dealing with conflict resolution, and managing the holiday allowance, benefits and payroll for existing employees. There are many routes into a career in HR, however the safest route for securing employment in this field is to do a HR specific course such as a Diploma, Degree, Professional Graduate course, Certificate HR Course and so on.





## Syllabus Outline

Serial No.	Syllabus component	Assignment <b>TMA</b> (Tutor Mark Assignment) or <b>Case Study</b>	Board Questions ( <b>OBS</b> = Open Book System) Exam.	<b>MCQ</b> (Multiple Choice Questions) 10 Questions (each @ 2 marks)
	<b>2 Parts/Lessons will count 15 hours each (2 parts/Lessons x 15 hours = 30 hours total) + Project Exercises Minimum 10 hours = Grand Total 40 Hours only.</b>	<b>45</b>	<b>35</b>	<b>20</b>
	<b>Diploma in Human Resource Management (DHRM), Advanced Diploma in Human Resource Management (ADHRM), Associate Diploma in HRM (ADHRM), Associate Degree in HRM (ADHRM), Professional Certificate in HRM (PCHRM), Professional Diploma in HRM (PDHRM), Certified HRM/HR Professional (CHRMP), Graduate Diploma Human Resource Management (GDHRM), Post Graduate Diploma Human Resource Management (GDHRM).</b>	<i>30 or 40 Credit Hours</i>		

	<b>SEMESTER-1:</b>	<b>45</b>	<b>35</b>	<b>20</b>
<b>1.</b>	<p><b><u>Human Resource Management</u></b></p> <p>Human Resources Management - An Introduction 7  History of Human Resources Management 10  Functions of Human Resources Management 15  HR Policies and Procedures 24  Role of HR Executives 28  Challenges to HR Professionals 30  Strategic Human Resources Management 37  Introduction to International Human Resources Management 39</p> <p><b>SEMESTER-2</b> is applicable for the studies of Advanced Diploma or Associate Diploma or Associate Degree, Graduate Diploma in HR or Professional Certifications in Human Resource Management.</p> <p><b>SEMESTER-2:</b></p> <p><b><u>Professional In Human Resources Certification</u></b></p> <p><b>Chapter-1</b>  Certifying Human Resource Professional</p> <p><b>Chapter-2</b>  Core knowledge required for Human Resource Professional</p> <p><b>Chapter-</b>  Workforce Planning &amp; Employment</p> <p><b>Chapter-</b>  Human Resource Development</p> <p><b>Chapter-</b>  Compensation and Benefits , Employee &amp; Labor Relations</p> <p><b>Chapter-</b>  Risk Management</p> <p><b>SEMESTER-3 (Elective Subjects)</b> is applicable for the studies of Graduate Diploma/PG Diploma in Human Resource Management.</p>	<p><i>15 Credits Each Subject</i></p>		
<b>2.</b>		<p><i>15 Credits Each Subject</i></p>		
<b>3.</b>				

**ELECTIVE SUBJECTS:** (*Below the options to select two/three subjects for Graduate Diploma and Post Graduate Diploma Programs*)

1. Human Resource Development
2. Human Resource Management – A critical Approach
3. Advanced Marketing Research
4. Research Methods for Human Resource Management
5. HR Strategy
6. HRM (Human Resource Management) in Consulting Firms
7. Strategic Reward and Recognition
8. Strategic Human Resource Management & Employment Relations
9. Predictive HR Analytics: Mastering the HR Metric

**FOLLOWING ADDITIONAL TASKS SHOULD HAVE TO DONE BY PARTICIPANTS OR STUDENTS:**

- a) Diploma or Advanced Diploma or Professional Diploma or PGD in Human Resource Management Certification Test MCQ Questions answer practicing
- b) Diploma or Advanced Diploma or Professional Diploma or PGD in Human Resource Management Certification Test Board Questions/TMA (Tutor Mark Assignment)
- c) Diploma or Advanced Diploma or Professional Diploma or PGD
- d) in Human Resource Management Certification Case Studies

**Exercises and projects**

**Suggested recorded Videos on Human Resource Management and Professional Human Resource Management**

1. **Introduction to HRM**  
<https://www.youtube.com/watch?v=qWv570bxjdU>
2. **HRM Basics and Fundamentals**  
<https://www.youtube.com/watch?v=aA1OIFHZWtU>
3. **Objectives of HRM and Functions of HRM**  
<https://www.youtube.com/watch?v=yxsjrDbb0eU>
4. **HRM – Professional Depth Skills Agenda**  
<https://www.youtube.com/watch?v=eUdTlqGba5I>
5. **Human Resource Management (HRM) Explained – Everything you Need to Know**  
[https://www.youtube.com/watch?v=aPEUKLxxh\\_k](https://www.youtube.com/watch?v=aPEUKLxxh_k)

Articles on Human Resource Management (Many useful HR related articles available below)

<https://www.managementstudyguide.com/human-resource-management-articles.htm>

*6 Credits  
Each  
Subject*

*For the  
Advanced  
Level  
Students  
recorded  
videos are  
mandatory  
to watch.*

	<p>9 Great Resources for Human Resources Professionals</p> <p><a href="https://hire.trakstar.com/blog/9-great-resources-for-human-resources-professionals">https://hire.trakstar.com/blog/9-great-resources-for-human-resources-professionals</a></p> <p>Read HR Related Articles searching below website:</p> <p><a href="https://www.aihr.com/">https://www.aihr.com/</a></p>			
	<b>Project/Thesis/Case Studies</b>			
	<p>Student have to take a Project/Thesis/Case studies as per their major subject in order to complete his/her Advanced Diploma or Graduate Diploma.</p> <ul style="list-style-type: none"> <li>In case Project/Thesis, respective students should submit 15 to 35 (A4 Size) pages long report. <i>Course Tutor or Concern Authority will assign/fix Project/Thesis Topic or Title with consultation with respective student.</i></li> <li>In Case Studies, respective students should submit case studies answer script in written form to the GEPEA within stipulated time frame. <i>Concern Authority will assign case studies question paper in time.</i></li> </ul>			
	<p><b>TOTAL HOURS REQUIRED TO BE COMPLETED FOR THE HUMAN RESOURCES MANAGEMENT OR HUMAN RESOURCES MANAGEMENT PROFESSIONAL TRAINING CERTIFICATIONS =</b></p> <p><b>2 Parts/Lessons will count 15 hours each (2 parts/Lessons x 15 hours = 30 hours total) + Project Exercises Minimum 10 hours = Grand Total 40 Hours only.</b></p>			

## CAREER AND SCOPE OF HUMAN RESOURCES MANAGEMENT

After ensuing courses in Human Resources Management at GEPEA. There are variety and a plenty of job opportunities are waiting for you in various areas such as in simplest terms, the HR (Human Resources) department is a group who is responsible for managing the employee life cycle (i.e., recruiting, hiring, onboarding, training, and firing employees) and administering employee benefits. It is the job of the Human Resource department to look into the different methods of motivation. Apart from this certain health and safety regulations have to be followed for the benefits of the employees. This is also handled by the HR department.

**CAREER SCOPE IN Human resources management:** There are plenty of career scopes, these are as follows:

Human resources assistant. Benefits administrator. Payroll specialist. Training coordinator. Compensation specialist. Training manager. HRIS specialist. Employee relations manager and so on. Compensation and Benefits Manager. Recruitment and Placement Manager. HR Consultant. Executive Recruiter. International HR Associate. Employee Relations Specialist. HR Director. Vice President of Human Resources.



## **COURSE MATERIAL**

Besides using the traditional books GEPEA has also modernized the learning process by providing students with online portal consisting of –

- **Study Materials (Soft copies)** – PDF of books are provided to students making studies nomadic & convenient. GEPEA Department of Students Affairs will assign Study Materials via Email or other methods after registration and admission.
- The focal point of **GEPEA** study materials is enhancing Practical Education. **GEPEA** Kit provided to applicants is a world full of practical scenarios, explanation in terms of facts rather than theoretical phrases. Customized to be self-explanatory & easy to understand.
- **Faculty Guidance** – GEPEA panel of intellectuals guide students personally with regards to any query through email about any concept in the notes provided, being the author of the same.

## **EXAMINATION**

**GEPEA** Professionals are given the privilege to answer exams from any examination center in the world along with the freedom to pick the exam schedule for the same, as time permits in the particular examination months of GEPEA. Students are allotted 2 modes of examinations – Home Based/Center Based.

- Question papers would be drafted by **GEPEA** panel of veteran professors which would be TMA (Tutor Mark Assignment), OBS (Open Book System) and MCQ study pattern. A single course will consist 100 marks based on these three pattern of exam types. In each program will consist a major (Thesis Research) course or theory in order to complete the respective Diploma Program.
- This unique & novel methodology teaches a student how to assess business situations and make decisions based upon those assessments, allowing students to display their potential.
- In case of home based/distance learning exams question paper would be emailed to the students, which they would have to answer & courier back to GEPEA office or GEPEA directed authority in the respectable exam slab.
- Candidate also has the option of appearing for Center Based Examination wherein they would have to visit one of the many GEPEA exam centers & complete answering the exam in the duration of 3 hours which wouldn't be an open book examination.

## **CASE STUDY METHOD & STUDY MATERIAL:**

Today communication systems have advanced so much that it is much easier, convenient and quicker to gain expertise via online distance learning. GEPEA offer potential students the opportunity to study through an autonomous online distance learning program. This means that people who can't get traditional further education can still achieve what they want and get their qualifications through Online Distance Learning. That gives the opportunity for a much wider range of people to get the qualifications that they want. Today, thanks to technological advances, higher education is more readily available to those who want it.

GEPEA is an institute of excellence offering widest range of autonomous programmes in the field of Business Management and different Professional Training education. In response to the rapidly changing economic environment and the process of globalization, the Academy has made sustained efforts to bring an international perspective to all its wide range of areas and activities.

## **BENEFITS AND FETURES:**

- (i) **Flexible Programs & Curriculum:** You can earn and study at the same time! From GEPEA International Curriculum, Flexibility is the biggest advantage of distance learning courses. This stands true especially if you are a working professional. Not everyone has the luxury of taking their own time to finish their studies. For those who had to take a break from studies to start working, such courses are a boon and provide the opportunity to pursue higher education.
- (ii) **Saves Time & Energy:** You save up a lot of time and energy on commuting. You can stay at any place and pursue a course that is available at GEPEA. Or you might be based out of a remote village or town which does not have enough options for higher studies. Distance learning courses eliminate these obstacles.
- (iii) **MCQ, Case Based Learning:** MCQ, A Case-based approach engages students in discussion of specific situations, typically real-world examples of African, Asian and International companies. Allowing the students to put their theoretical knowledge to practice.
- (iv) **Study at your own Pace:** Not everyone has the same pace of learning. Some students pick up things fast, others need time to grasp a concept. One of the biggest advantages of distance learning is that you can study at a pace that is comfortable for you.
- (v) **Saves Money:** These courses are almost always cheaper as compared to their on-campus counter-parts. You also cut down on the costs incurred while commuting etc.
- (vi) **Personal Fulfillment:** An MBA is the key to unlocking both a professionally and personally rewarding future. Education is the foundation upon which you can build lifelong business and personal achievements. The GEPEA MBA program is designed to enrich your personal life, as well as to keep you informed about a constantly changing industry.
- (vii) **Convenient:** You can submit your assignment with the click of a button or simply drop it off at a post-office! It's sometimes as simple as that!
- (viii) **24X7 Access to Study Material & fellow Students:** This is the best way to study if you are comfortable with internet and technology. You can access your study material online whenever you want and also clear doubts, exchange views and discuss with your virtual class-mates!
- (ix) **Study any Topic You Want:** Since you'd already have all your books/online study material with you, you can pick up any topic/chapter that interests you and tackle that first! This way your interest in the subject is sustained.
- (x) **Higher Level of Self-Confidence:** The knowledge gained through our Correspondence MBA program will enhance your effectiveness in your current position and help define your future career path. It will sharpen your skills in critical business areas, giving you the self-confidence you need to become a leader in your profession.
- (xi) **Specialization:** We provide more than 80 specializations which allow students to gain additional knowledge and background on specific business top.

## **ACCREDITATIONS AND RECOGNITIONS:**

### **ITQSM Accredited & International Partnered Professional Academies.**

GEPEA has proudly claimed the Excellence in Online Distance Learning Award presented by its Governing Body Really Matters as a token of appreciation for providing top notch education to professionals globally. This solely proclaims that GEPEA is one of the best Professional Academy in the field of online distance learning.

## **PROFESSIONAL FACULTIES:**

GEPEA Faculty members are highly professional, qualified & experienced. Professors provide substantial assistance through 24\*7 web support. Each & every query regarding studies, assignments, cases, projects, research are resolved on time & responded with clear, relevant answers on par with syllabus. They update themselves from time to time about the changing market scenario & syllabus. Thus working professionals have chance to get resourceful information by interacting with professors through web-support from time to time. Timely communication & assistance is key to our successful association with our students & our professors believe in same.

### ***GEPEA (Global Educational & Professional Excellence Academy)***

*In case any query, please feel free to contact us via E-Mail:  
[gepea.official@gmail.com](mailto:gepea.official@gmail.com) , [office@gepea.eu](mailto:office@gepea.eu) or visit Website: [www.gepea.eu](http://www.gepea.eu) or  
[www.gepea.education](http://www.gepea.education)*