

## • Timings

The timings are designed to suit both Full-time and Part-time students. The class times are as follows:

Full-time Classes: 8.30 am – 1.00 pm (Monday to Friday)

Part-time Classes: 5.45 pm – 7.45 pm (Monday to Friday)  
& 8.30 am – 4.00 pm on Saturday

## • Registration Requirements

Fully completed admission form, two passport-size photographs for new students or one for continuing students and a photocopy of school certificate/results slip.

## • Intakes

The College operates on the basis of two semesters commencing in the first week of January and July.

## • Block Release (Revision) Courses

Block Release (Revision) Courses are offered twice a year in May and November just before the final examinations in June and December.

## • Professional Examinations

ABE examinations are normally held twice a year, in June and December.



## For further information contact:

Oshwal College, 2nd Avenue, Parklands,  
P. O. Box 44691-00100, Nairobi.

**Tel:** 3747905/3748005/3744184

**Mobile:** 0729644691/0733747902

**Fax:** 3747841

**E-mail:** businessmngt-oc@oerb.org

**Website:** www.oshwalcollege.ac.ke

## ABE Contact Address:

### Association of Business Executives

5th Floor, CI Tower, St Georges Square  
High Street, New Malden  
Surrey KT3 4HH, UK

**Tel:** +44 (0)20 8329 2930

**Fax:** +44 (0)20 8329 2945

**E-Mail:** info@abeuk.com

**Website:** http://www.abeuk.com

## We also offer:

Association of Chartered Certified Accountants (**ACCA**)

Chartered Institute of Purchasing and Supply (**CIPS**)

Business & Technology Education Council (**BTEC**)

ACCA Diploma in Financial Management (**DipFM**)

International Computer Driving License (**ICDL**)

Chartered Information Systems Auditor (**CISA**)

Bachelor of Science in Computing (**BSc.**)

Association of Business Executives (**ABE**)

The Chartered Financial Analyst (**CFA**)

Certified Public Accountants (**CPA**)

Computer Software Packages

IMIS Foundation



OSHWAL COLLEGE



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HRM

## HUMAN RESOURCE MANAGEMENT (HRM)

### Background

The success of any public or private enterprise in the present economy depends largely on effective management of its people. Effective management calls for well trained and qualified professionals who can advise management on Human Resource Management.

In recognition of this fact, the Association of Business Executives (ABE) has developed a career structure through which an aspiring HRM professional can rise.

### Objective

The course introduces learners to academic disciplines that underlie the effective management of HR and explores the theory and practice of HRM activities. HRM activities include manpower planning, recruitment, training and development of individuals and teams.

The course meets employers' needs and offers progression to higher education in addition to enhanced HRM skills, marketability in the organization and preparation for further courses of study.

### Target Group

- Employees within the HRM function wishing to improve their competency
- Managers wishing to become more effective
- If you aspire to enter the HRM function

### Course Structure

This course is divided into three levels: Certificate, Diploma and Advanced Diploma. The Diploma level has two parts Part 1 and Part 2.

### HRM Certificate

#### Entry Requirements

No formal qualifications are required, but applicants should demonstrate competence in the English Language.

#### Course Content

Four compulsory subjects:

<b>IB</b>	Introduction to Business
<b>IBC</b>	Introduction to Business Communication
<b>MP</b>	Managing People
<b>PA</b>	Personnel Administration

### HRM Diploma Part I

#### Entry Requirements

- HRM Certificate.
- Two GCE 'A' Levels plus four GCSE passes at Grade A, B, or C, two of which must be English Language and Mathematics.
- Mature students who are 21 years of age and have been in appropriate employment for at least two years. A reference letter from employers in this respect will be required.

### Course Content

Four compulsory subjects:

<b>ECON</b>	Economic Principles and Their Application to Business
<b>OB</b>	Organisational Behaviour
<b>HRM</b>	Human Resource Management
<b>HRD</b>	Human Resource Development

### HRM Diploma Part II

#### Entry Requirements

HRM Diploma Level I

#### Course Content

- Four compulsory subjects:

<b>ER</b>	Employment Relations
<b>PPR</b>	People Planning & Resourcing
<b>PIS</b>	Personnel Information Systems
<b>HRMA</b>	Human Resource Management in Action

- Plus one from the following options:

<b>PBL</b>	Principles of Business Law
<b>QM</b>	Quantitative Methods

### HRM Advanced Diploma

#### Entry Requirements

- HRM Diploma Level II
- A degree awarded by a recognised University.

#### Course Content

Five compulsory subjects

<b>CS</b>	Corporate Strategy
<b>MO</b>	Managing in Organisations
<b>SHRM</b>	Strategic Human Resource Management
<b>PMR</b>	Performance Management and Reward
<b>OCD</b>	Organisational Change and Development

### Examination Registration Dates

June Examination:	2nd March
December Examination:	7th September

