



HR Diploma

30 Cr (9 months)

I- Semester Plan

Semester 1	Course 1 Managing Human Resources	Course 2 Recruitment and Selection	Course 3 Managing Labor conflict and Developing Employee Relations	
Semester 2	Course 1 Staff Training and Career Development	Course 2 Performance Appraisal	Course 3 Employees Compensation and Benefits	
Semester 3	Course 1 International Human Resource Management	Course 2 Managing Workplace Safety and Health	Course 3 Managing a Diverse Workforce	Course 4 Effective Communication in the Workplace



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II- What Can I work with this Diploma?

- Chief HR Officer
- Human Resources Specialist
- Training and Development Officer
- HR Consultant
- Recruitment Officer
- Labor Relations Manager
- HR Specialist
- Employment Manager
- Compensation and Benefits Officer/ Manager

III- Where Can I work with this Diploma?

- Industrial Companies
- Tourism Sector (Hotels, Travel Agencies)
- Educational Organizations
- Healthcare Sector
- Government Agencies
- NGOs
- Service Companies
- Retail Companies



IV- Course Description

Semester 1	Course 1 Managing Human Resources	Course 2 Recruitment and Selection	Course 3 Managing Labor conflict and Developing Employee Relations
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Course 1 Description (Managing Human Resources)

By studying this course, students will know what Human Resource Management is, how it relates to the management process, and how it is changing in response to trends in the workplace. It illustrates how all managers can use HR concepts and techniques, HR's role in strategic planning and improved organizational performance, and the competencies required of HR managers. Human Resources play a key role in helping companies meet the challenges of global competition. Strategic objectives to lower costs, improve productivity, and increase organizational effectiveness are changing the way every part of the organization, including the HR department, does business. Managers don't want to make personnel mistakes, such as hiring the wrong person, having their company taken to court because of discriminatory actions, or committing unfair labor practices. HRM can improve profits and performance by hiring the right people and motivating them appropriately

Course 2 Description (Recruitment and Selection)

This course prepares all current and future managers to take a strategic and modern approach to the identification, attraction, selection, deployment, and retention of talent. Grounded in research but full of real-world examples, this course describes how organizations can develop a staffing strategy that reinforces business strategy, leverages staffing technology, and evaluates and improves staffing systems. Students will be able to recognize the importance of adopting a structured recruitment process and to use relevant selection methods. Screened candidates' CVs or application forms using an agreed selection criteria for a job role and identify anomalies for further research.

Course 3 Description (Managing Labor conflict and Developing Employee Relations)

The course presents clearly and concisely the nature of the selling process today- namely, relationship selling and managing the buyer-seller relationship process. Furthermore, the course presents challenges that manager's face working with salespeople in a highly dynamic competitive environment. It provides students with the basic concepts and current trends in the customer service industry. Special areas of emphasis include problem solving, development of a customer service strategy, creating customer service systems, coping with challenging customers, customer retention, and measuring satisfaction.



Semester 2	Course 1 Employees Training and Career Development	Course 2 Performance Appraisal	Course 3 Employees Compensation and Benefits
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Course 1 Description (Employees Training and Career Development)

This course introduces students to explore workforce profiling, applicant recruiting and tracking, electronic recruiting, employee selection and placement, predictive validation, selection interviews, assessment centers and personality testing. The subject also examines learning theory, training needs analysis; training design, assessment and evaluation; the role of the manager as coach and the outsourcing of training provision to external providers. In addition, it explores approaches to management development and succession planning and techniques for measuring return on training investment.

Course 2 Description (Performance Appraisal)

This course examines the importance of an effective performance management system in helping organizations define and achieve short and long term goals. It explains and reinforces the concept that performance management is not a one-time supervisory event, but an ongoing process of planning, facilitating, assessing, and improving individual and organizational performance. In addition, the course emphasizes the importance of measuring the effectiveness of human resource activities that are designed to enhance individual and organizational performance.

Course 3 Description (Employees Compensation and Benefits)

The emphasis of this course is on the managerial level concepts and practices of compensation and benefits administration with emphasis on current theories of compensation and benefits trends, cost, value and systems. Students will understand the changing nature of compensation and benefits, the changing expectations of employees and competitive needs of employers and the evolving trends in performance and pay realignment to the strategic objectives of the organization. The course provides each student with an experiential opportunity to develop the managerial skills necessary to design and understand the performance-based compensation and benefit programs for an organization.



Semester 3	Course 1 International Human Resource Management	Course 2 Managing Workplace Safety and Health	Course 3 Managing a Diverse Workforce	Course 4 Effective Communication in the Workplace
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Course 1 Description (International Human Resource Management)

International HRM is the study of the management of human resources in an international context. This course focuses on the HR challenges which affect or influence the success of the entire enterprise, challenges that are often far beyond the scope of the traditional "personnel" function. Problems, challenges and decisions are analyzed from the point of view of the HR executive who has scorecard responsibility at the organizational level. By focusing on policies, programs, and practices characteristic of organizational efforts to manage human assets worldwide, students will explore the critical impact that these have on the firm's success.

Course 2 Description (Managing Workplace Safety and Health)

This course helps learners to understand the importance of health management and the key health needs of their organization. By taking this course they should understand what wellbeing is, how it adds value to an organization as well as how to promote healthy lifestyles and positive mental health to enable a healthy workplace culture.

Course 3 Description (Managing a Diverse Workforce)

This course aims to provide students with a working knowledge of cross-cultural management, help them develop a global mindset, enhance their cultural intelligence, as well as equip them with theoretical and analytical tools to make sound management decisions in a multi-cultural setting. Accordingly, this course will include three modules. First, the global context for diversity management. Second, the social psychological perspectives of workforce diversity. And third, managing a diverse workforce in the global context.

Course 4 Description (Effective Communication in the Workplace)

This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication.



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