



## 2-Year Diploma in **HUMAN RESOURCES & ADMINISTRATION**

The Skills and Business Technical Center (SBTC) of Westline Education Group (WEG) is offering a **2-Year Diploma in Human Resources & Administration (HR & Admin)** designed to equip Cambodian youth with job-ready, industry-relevant skills. The program is accredited by the *Ministry of Labour and Vocational Training (MLVT)* and aligned with Cambodia's national TVET framework, ensuring quality, relevance, and recognition across key industry sectors.

### Who Should Join?

- ✓ Current University Students.
- ✓ University Graduates.
- ✓ Early Year HR & Admin Professionals
- ✓ HR & Office Administration Job Seekers.
- ✓ Anyone who aspire to become an expert in Human Resources and/or Office Administration.



### COURSE HIGHLIGHTS



**Become a Pro in  
HR & Admin Core Concepts**



**Improve Your Professional  
English Language Skills**



**Develop Soft-Skills,  
Life-Skills & Career Readiness  
Skills**



**Earn Globally Recognized  
Certificate from  
FranklinCovey, USA**



**Get a Diploma accredited by  
the MLVT, Cambodia**



**Develop Practical  
Competencies with an  
Industry Internship**

**Call Us Now!**



**+855 - 11 888 238**

# 2-Year Diploma in HR & ADMIN

Duration: 2 Years | Credit: 73 | Courses: 20+



## Learning Outcome

Learners will be able to

- Apply Core Human Resource Management Functions.
- Coordinate Recruitment and Selection Processes.
- Maintain HR Records and Ensure Administrative Compliance.
- Support Payroll, Compensation, and Benefits Administration.
- Facilitate Office Operations and Administrative Support Services.
- Apply Professional Ethics, Labor Law, and Career Readiness Skills.
- Demonstrate Professional Communication and Teamwork Skills.
- Practice Time Management and Workplace Productivity.
- Apply Emotional Intelligence and Resilience at Work.
- Demonstrate the Habits of Personal and Interpersonal Effectiveness.
- Prepare for Employment and Career Growth.

## Certification

### Diploma Certificate: Awarded by MLVT

- **7 Habits of Highly Effective People** Course: Awarded by FranklinCovey Education, USA
- **Career Readiness** Courses: Awarded by LeaderU, FranklinCovey Education (\$5 per certificate - optional)

## Schedule

Morning: 8:30 AM to 11:40 AM

Afternoon: 1:00 PM to 4:10 PM

Evening: 5:30 PM to 8:40 PM

## Curriculum

### Semester 1

- Principles of HR Management and Administration.
- Recruitment, Selection & Onboarding.
- Basic Computer Applications.
- English Level - O1
- Soft Skills I: Public Speaking and Presentation Skills.

### Semester 2

- Employee Compensation, Benefits & Payroll.
- Labour Laws & HR Compliance.
- Employee Relations & Conflict Management.
- Employee Training & Development.
- Soft Skills II: Study Skills & Time Management.

### MID-TERM EXAM

### Semester 3

- HR Technology: HRIS, HR Data Analytics & Reporting Tools.
- Office Administration & Workflow Management.
- Basic Financial & Procurement Administration.
- English Level - O2
- Soft Skills III: Critical Thinking & Problem Solving Skills.

### Semester 4

- Document Management & Digital Filing System.
- Office Hospitality, Interpersonal Skills & Event Management.
- 7 Habits of Highly Effective People: FranklinCovey.
- Career Readiness Bundle: Under FranklinCovey's LeaderU (9 courses)
- Soft Skills IV: Emotional Intelligence and Mental Wellness.

### INDUSTRY INTERNSHIP WITH CAPSTONE PROJECT

### FINAL EXAM

**Enroll Today**

Limited Seats Available.



\*Applicants may also enroll to any modular course(s).



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