

Bachelor of Business Administration - Human Resource Management Course Description

Course English I	Course Code ENG 101	Credit Hours 3
Pre-requisite(s) None		
The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.		
Course Title English II	Course Code ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101		
The main focus of this course is to write a fully developed essay through constructing students' syntactic and semantic abilities to build up multi-leveled sentences and avoid many sentence errors that weaken their writing potentialities. In addition, this course enhances students 'critical reading skill by training them to read various types of essays and analyze their organization critically. Furthermore, it familiarizes students with different the main parts and the types of expository essays that enable them to produce highly academic essays.		
Course Title Islamic Studies (in English)	Course Code ISL 201	Credit Hours 3
Pre-requisite(s) None		
The Islamic Studies course focuses on two fundamental areas: the first introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and Woman issues, are discussed objectively and in-depth. The course provides students with a profound insight into the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. the course is designed to ensure student interaction, and enhance their competencies in intelligent discussion, problem-solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.		
اسم المساق: الثقافة الإسلامية	رقم المساق: 201 ISLA	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالربانية والإيجابية والعموم والشمول والوسطية وغيرها.</p> <p>ويتناول بيان المصادر الأساسية للثقافة الإسلامية (القرآن، والسنة، والإجماع، والقياس، والاجتهاد)</p> <p>كما يتناول هذا المساق مجالات الثقافة الإسلامية الرئيسية من (العقائد، والعبادات، ونظام الأخلاقي الإسلامي)</p> <p>كما أنه يشرح أهم النظم الإسلامية المعاصرة من (نظام الأسرة \ الاجتماعي، والنظام الاقتصادي، والنظام السياسي، والنظام القضائي، ونظام العقوبات) ويبرز الدور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلامية في نظام الحضارة الحديثة وسبق الإسلام إلى إقرار حقوق الإنسان.</p> <p>ولم يغفل هذا المساق عن توضيح: أهم التحديات الفكرية المعاصرة التي تواجه الثقافة الإسلامية، من (الغزو الفكري، العلمانية</p>		

العولمة ، الاستشراق، التبشير، التقليد والتبعية ، والثقافات الوافدة / التغريب الثقافي)وبيان كيفية مواجهتها		
Course Title Study Skills	Course Code SSS 101	Credit Hours 3
Pre-requisite(s) None		
This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.		
Course Title UAE Studies (in English)	Course Code UAE 201	Credit Hours 3
Pre-requisite(s) None		
This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present, and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which moved from a traditional, simple life to an elevated status at the regional and international levels . Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.		
اسم المساق: دراسة مجتمع الإمارات العربية المتحدة	رقم المساق: 201 UAE/ A	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة و المقومات الرئيسية لمجتمع دول الإمارات العربية المتحدة والموقع الجغرافي والسكان ونموه والتركيب النوعي والعمومي للسكان، وكذلك يتطرق إلى الجانب الاقتصادي و الجغرافي للسكان. ويتناول الجوانب الأسرية و النظام الأسري والقبلي وطبيعة الحكم في المجتمع القبلي ، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها إضافة إلى دراسة دور وتطور المؤسسات الثقافية والتربوية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي.		
Course Title Environmental Science	Course Code ENV 201	Credit Hours 3
Pre-requisite(s) None		
This interdisciplinary approach to our world emphasizes the history of environmental concerns, species interaction (both with each other and their environment), air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other related topics. Basic principles of science are incorporated throughout the course.		
Course Title Critical Thinking	Course Code HUM 101	Credit Hours 3
Pre-requisite(s) None		
This course explores the process of recognizing, analyzing, and solving problems encountered in everyday life. The structured steps allow students to evaluate an argument and give equal importance to reasons and claims. The student will develop the skills and positive habits required to make sound reflective decisions in turn making successful and reasoned judgement.		
Course Title Computer Fundamentals	Course Code CIS 101	Credit Hours 3
Pre-requisite(s) None		
This course is an introduction to the basics of computer science. The focus in this course is on the analysis of computer components. This course also deals with the use of software in word		

processing, spread sheet, and designing presentations and databases. The course begins with a definition of the computer, its importance, and the most important parts used for input, processing, output, and storage. It also deals with the types of networks and their uses. The course also addresses the problems associated with the use of computers, the confidentiality and security of information and privacy, and completing the course with an extensive analysis of some applied programs, especially word processing, working on worksheets, and designing databases and presentations.

Course Title College Mathematics	Course Code MTH 101	Credit Hours 3
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Pre-requisite(s) None

This course provides a sound, intuitive understanding of the basic concept's students' needs as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear systems, with single variable calculus, which includes: limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

Course Title Innovation and Entrepreneurship	Course Code BUS 204	Credit Hours 3
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Pre-requisite(s) None

In this course, students explore the key theories and research on entrepreneurship and innovation, and then examine their application in the broader and contemporary context. The course context includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. The course equips students with innovative and entrepreneurial mindset and its related core skills including development of a comprehensive Business plan. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation.

Course Title Introduction to Sociology	Course Code SOC 101	Credit Hours 3
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Pre-requisite(s) None

This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.

Course Title Introduction to Business	Course Code BUS 101	Credit Hours 3
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Pre-requisite(s) None

This course provides first-year students with an understanding of business systems and guides them to the field of business organizations. It intends to familiarize students with the basic concepts of business and introduces them to the terms used in business processes, operations, and organizations. The course emphasizes the importance of today's dynamic business environment, globalization, social responsibility, types of ownership, human dimension, essentials of marketing and financial management.

Course Title Accounting I	Course Code ACC 101	Credit Hours 3
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Pre-requisite(s) None

The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.

Course Title Business Statistics	Course Code BUS 102	Credit Hours 3
Pre-requisite(s) MTH 101		
This course introduces students to statistical analysis and how it relates to business decision making. Students will learn how to apply statistical tools for the collection, presentation, description, analysis and interpretation of data in business contexts. Topics covered include variables, levels of measurements, basic survey design, descriptive measures, probability analysis, sampling methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		
Course Title Managerial Accounting	Course Code ACC 202	Credit Hours 3
Pre-requisite(s) ACC 101		
The course will provide a study of the role of the management accountant in the preparation, analysis, and interpretation of accounting and financial data for business management purposes.		
Course Title Business Communication	Course Code BUS 201	Credit Hours 3
Pre-requisite(s) BUS 101		
This course focuses on the development of professional oral and written communication skills, which are essential for success in today's digitally enhanced workplace. Students will increase their abilities to write memos, letters, emails, and presentations, as well as their capacity to participate in and chair meetings. Students will also learn how to write a résumé and examine the strategies and approaches required for interview success.		
Course Title Principles of Marketing	Course Code MKT 201	Credit Hours 3
Pre-requisite(s) BUS 101		
This course describes the relationship between the firm and its customers, market opportunities and customer value. It analyzes the marketing environment and ways to manage marketing information. It helps the students to explain product, product life cycle, customer-driven marketing strategy, consumer buyer behavior, product decisions, pricing strategies, distribution channels and promotion mix.		
Course Title Principles of Economics	Course Code ECO200	Credit Hours 3
Pre-requisite(s) BUS 102		
This course is an introduction to a set of economic concepts and theories. It is offered to business school students and others and includes topics related to microeconomics and macroeconomics. One important theme for the course is that understanding economics makes you see the world differently and that many of people's intuitions about how the social world works are flat-out wrong. The course focuses on economic decision-making processes of the consumer, business firms and the government.		
Course Title Operations Management	Course Code MGT 402	Credit Hours 3
Pre-requisite(s) BUS 102, MGT 302		
This course Introduces students to the dynamic field of Operations Management: converting inputs into outputs through established processes. This course focuses on the strategic decisions that operations managers have to make along with concepts of distribution, project management, quality assurance, and lean manufacturing. Students engage in several practical exercises to enhance skills related to operational planning and execution.		
Course Title Business Analytics	Course Code BUS 320	Credit Hours 3
Pre-requisite(s) BUS 102,BUS 301		
The course helps the students understand business analytics by exploring the capabilities and		

challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, tree plan and solver add-ins for decision making.		
Course Title International Management	Course Code MGT-304	Credit Hours 3
Pre-requisite(s) ECO 200		
This course Introduces students to the dynamic field of Operations Management: converting inputs into outputs through established processes. This course focuses on the strategic decisions that operations managers have to make along with concepts of distribution, project management, quality assurance, and lean manufacturing. Students engage in several practical exercises to enhance skills related to operational planning and execution.		
Course Title Financial Management	Course Code FIN 301	Credit Hours 3
Pre-requisite(s) ACC 101, BUS 102		
The course gives an understanding and perspective on the financial management functions in an organization. It provides the ability to use tools like financial statement analysis, financial planning and working capital management. It enhances long term investment decisions through the use of valuation principles and equips students with the ability and confidence to tackle common financial problems in practice.		
Course Title Business Research Methods	Course Code BUS 301	Credit Hours 3
Pre-requisite(s) BUS 102; CIS 101		
The course is designed to introduce the business research process where students learn to understand the managerial problems and formulate research questions and hypotheses. Students gain insight into choosing the right research design, construction of research instruments, sampling, both qualitative and quantitative data collection, data analysis and report presentation.		
Course Title Business Law	Course Code BUS 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course introduces the legal framework of business and application of laws in the business world. Emphasis is placed on contracts, negotiable instruments, Law of Tort, Agency Law, Employment Contracts, how court systems operate, and legal aspects of managing corporations. Students learn ways to apply legal and ethical doctrines to commercial and business transactions.		
Course Title Management Information Systems	Course Code MGT 303	Credit Hours 3
Pre-requisite(s) CIS101		
The course provides an overview of Management Information Systems (MIS) in business. It provides students with the concepts and importance of MIS in creating and managing successful, competitive firms in today's environment. In addition, this course explains the key concepts related to software, database systems, and systems development and e-Business systems and discusses business problems using information systems and information technology, along with enterprise business systems. Finally, this course compares how organizations, management, and technology are brought together to form networked enterprises and decision support systems.		
Course Title Management and Organizational Behavior	Course Code MGT 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course provides an overview of the major functions of management like planning, organizing, staffing,		

leading, and controlling. It also provides a balanced coverage of all the key elements comprising the discipline of Organizational Behavior in a style that students will find both informative and interesting.

Students will learn about the relation between structure and culture; leadership, motivation, teamwork, and communication.

Course Title Business Ethics

Course Code BUS 202

Credit Hours 3

Pre-requisite(s) BUS 101

This course will cover the Traditional ethical theories and how they apply to business. The course provides an understanding of how ethical issues in business arise and some strategies to control or resolve them.

Course Title Business Policy and Strategy

Course Code BUS 401

Credit Hours 3

Pre-requisite(s) Completion of 90 Credit Hours

The course offers the most recent theories and current practices in strategic management. The development and implementation of corporate strategies as well as functional strategies in various areas of business activity such as finance, sourcing, production, human resource management, marketing, and international business.

Course Title Human Resource Management

Course Code HRM 201

Credit Hours 3

Pre-requisite(s) BUS 101

This course focuses on the structures and processes of human resource management from the point of views of employers, employees, government, and other stakeholders. It adopts a strategic approach to HRM and provides the learners with the basic concepts and framework for understanding organization functions, processes and strategies. A strong emphasis will be laid upon contemporary issues of HRM and their impact on the functioning of modern organizations in the global context.

Course Title Staffing Organizations

Course Code HRM 301

Credit Hours 3

Pre-requisite(s) HRM 201

This course provides an understanding of comprehensive staffing models that focuses on learning, staffing policies, and programs involving core and support staffing activities. It deals with recruitments, selection, and employment decision-making along with legal compliance planning, and job analysis, enabling students to understand and practice effective staffing systems and retention management systems.

Course Title Employee Training and Development

Course Code HRM 302

Credit Hours 3

Pre-requisite(s) HRM 201

This course focuses on providing an insight to students on fundamentals of training and employee development. It focuses on designing training, including needs assessment, training methods and special issues in training and employee development. It also focuses on career and career management by highlighting the future of training and development.

Course Title Performance Management and Total Rewards

Course Code HRM 350

Credit Hours 3

Pre-requisite(s) HRM 201

This course introduces a comprehensive approach to performance management and total rewards. Students learn the performance management process step-by-step including the design,

development, and implementing the process and linking it to total rewards and benefits. It includes the understanding of performance systems in UAE while focusing on the retirement and health plans.		
Course Title Occupational Safety and Health	Course Code HRM 351	Credit Hours 3
Pre-requisite(s) HRM 201		
This course provides practical information regarding technology, management, and regulatory compliance issues, covering crucial topics like organizing, staffing, directing, and evaluating occupational safety programs and procedures. Students will learn how to comply with safety-related laws, according to the UAE Civil Defense policies and procedures. Finally, students learn the risk factors that contribute to workplace violence, hazardous materials, construction, and transportation safety.		
Course Title Human Resource Information Systems	Course Code HRM 360	Credit Hours 3
Pre-requisite(s) HRM 201, MGT 303		
This course covers the combination of Human Resource Management (HRM) with Information Technology (IT). Through this course, students will be introduced to the evolution of Human Resource Information Systems (HRIS) and examine the HRM role in information technology management. Students will be able to examine issues and techniques relating to human resource information systems, human resource analytics, performance metrics, and the integration of technology to develop and sustain effective human resource management practices that contribute to an organization's effectiveness.		
Course Title Global Workforce Management	Course Code HRM- 403	Credit Hours 3
Pre-requisite(s) HRM 201; MGT- 304		
This course will cover the concepts, tools, and techniques that are needed to effectively manage an internationally diverse workforce. It emphasizes cross-cultural management, examining human behavior within the organizations from a global perspective. It describes, compares and analyzes HRM systems in various countries and also focuses on the major HRM functions within the context of a global environment. The course provides an insight into HRM practices and challenges of cultural diversity in a global context.		
Course Title Applying Employment Law in the Workplace	Course Code HRM 404	Credit Hours 3
Pre-requisite(s) BUS 302		
This course focuses on the laws that govern the relationship between employers and employees in the UAE. Students will be introduced to employment and labor laws in the UAE. Students will also develop the skills to analyze law and legal systems in the workplace. It deals with updated laws and regulations in the workplace with changing dimensions of the workforce		
Course Title Leadership and Organizational Development	Course Code HRM 410	Credit Hours 3
Pre-requisite(s) HRM 350		
This course focuses on leadership approaches to the change process and different perspectives of organization development to enhance managerial effectiveness in formal organizations. It enables students to understand different leadership styles and learn a variety of organization development (OD) interventions for the development of effective leadership roles in a changing business environment.		
Course Title Internship (HRM)	Course Code HRM 495	Credit Hours 3

Pre-requisite(s) Completion of 90 Credit Hours		
This course offers students the chance to gain first-hand experience in an actual Human Resource Management workplace environment. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between the routines of college life and life in the working world.		
Course Title Strategic HRM(Capstone)	Course Code HRM- 499	Credit Hours 3
Pre-requisite(s) BUS 401, HRM- 403		
This is a capstone course. Students will be equipped with the skills needed to learn, analyze, and communicate HRM strategic activities to senior management. Students will explore concepts, approaches, tools, models, and techniques used to develop effective strategic plans. The aim of strategic human resource management is to: advance flexibility, innovation, and competitive advantage. Topics include; strategic planning, the strategic role of HRM, design and redesign of work systems, and other strategic HRM activities. Students will produce a Strategic HRM research project.		
Course Title Career Management (Elective)	Course Code HRM 303	Credit Hours 3
Pre-requisite(s) HRM 201		
This course focuses on the essential views of careers and career development. The model of career management presents the active problem-solving approach to work life and how people can collect information, gain insights into themselves and their environment. It enables them to develop appropriate goals and strategies to obtain useful feedback regarding their efforts. The career path is explained by understanding the relationship between job analysis and description which helps in averting career plateauing and obsolescence. Topics in this course include career context and stages, models, applications, occupations, job analysis and description, job stress, and career strategic planning.		
Course Title Quality of Work Life (Elective)	Course Code HRM 352	Credit Hours 3
Pre-requisite(s) HRM 201		
This course focuses on the factors of the work environment that are important to businesses. The expectation of management for high quality and productivity is directly related to the work environment which is one of the dimensions of work life quality that affects the quality of human capital. This course emphasizes on the overall wellbeing of employees for holistic wellbeing of society and profitable business endeavors.		
Course Title Special Topics in HRM 1 (Elective)	Course Code HRM 411	Credit Hours 3
Pre-requisite(s) HRM 302		
This course enables students to integrate previous knowledge of Human Resource Management related subjects to key contemporary issues in human resource management. It deals with a range of contemporary human resource management issues like talent management, E-HRM, diversity in the workforce, and aims to introduce the changing practices of management at present day organizations. It aims at preparing the students for cross-cultural and multinational workplace experience.		