

COLLEGE OF BUSINESS ADMINISTRATION
COURSE DESCRIPTIONS

*BACHELOR OF BUSINESS ADMINISTRATION IN
HUMAN RESOURCE MANAGEMENT*

University Requirements:

ENG 101 Composition and Modern English I 3-0-3

This course develops the student's skills in reading and writing through the understanding and utilization of clear, correct grammatical development of written. Students will be expected to compose, revise, and edit all written assignments, utilizing a correct paragraph and report structure and organization, analyzes, purpose and tone. *Prerequisite: None*

ENG 102 Composition and Modern English II 3-0-3

This course reinforces the knowledge and skills learned in ENG 101 and introduce the student to the techniques, principles, and concepts of argument and textual analysis through composition of increasingly complex analytical essays and reports. The focus is on developing the students' skills and competency in critical analysis and interpretation of texts. *Prerequisite ENG 101*

MTH 100 College Algebra 3-0-3

This course outlines the concepts and principles of algebra, dealing with equations, graphs, models, functions, and other aspects to develop a strong understanding of algebraic concepts and principles in the student. *Prerequisite None*

CIT 100 Computer Concepts and Applications 2-2-3

This course introduces students to the concept of computers and their utilization in business. Typically, the course will focus on Microsoft's Office suite, including the how to use Word, Excel, and PowerPoint, databases, and other current software utilized in the business environment. *Prerequisite None*

GED 100 **Islamic Studies** **3-0-3**

This course introduces students to the rich culture and history of Islam through the understanding and examination of its development and meaning and examining it in relation to other existing cultures and believes. *Prerequisite None*

GED 110 **UAE Society** **3-0-3**

This course focuses on allowing students to enrich themselves in the understanding and cultural, historical, political, geographic, and social aspects of the nation they live in, the United Arab Emirates. The course highlights the vast changes that has occurred to the nation and gives the student a thorough perspective of how these changes have affected the nation and its society has a whole. *Prerequisite None*

GED 120 **Communication Skills in Arabic** **3-0-3**

This course develops the students understanding of the Arabic language, the basic skills in utilizing the language in different settings and environments, and the ability in understanding the fundamental procedural techniques regarding the text structure either in Classical or in Standard Arabic. *Prerequisite None*

IEC 111 **Innovation Creativity & Entrepreneurship** **3-0-3**

Creativity, innovation and entrepreneurship are essentials tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship. Students will be able to gain acknowledge of the theoretical framework and utilized its application in the real world. *Prerequisite None*

GED 130 **Introduction to GIS** **3-0-3**

This course is an overview and introduction to Geographic Information Systems, what they are, their uses, and application. Some topics covered will be site selection, cartographic communications and a broad range of spatial data interrelationships. *Prerequisite None*

GED 140 Conceptual Physics 3-0-3

This course examines the concepts and theories of physics in understanding the physical world as we understand it; focusing on aspects of Newton's laws, how gravity works, the functions of heat, sound, and light, the process of electricity, concepts of relativity and quantum theory, and other topics. *Prerequisite None*

GED 150 Critical Thinking 3-0-3

This course is an overview of the techniques and skills utilized in analyzing and evaluating arguments and assertions, problems, and everyday situations through formal logical reasoning. *Prerequisite None*

GED 160 Psychology in Everyday Life 3-0-3

This course is an exploration of the principles and concepts and a basic overview of the field of psychology and how these concepts are applied in everyday living. Students study specific topics and then apply their understanding through exercises and activities. *Prerequisite None*

GED 180 Human Behavior and Socialization 3-0-3

This course is an introduction and broad overview of the concepts and principles of sociology, with an emphasis on the social natures of human behavior, including an understanding of the make-up and definitions of culture, the development of social structures and socialization, the formations of a family structure, issues of gender and religion, and other topics specific to human behavior and socialization. *Prerequisite None*

Program Requirements:

ACT 191 Principles of Accounting I 3-0-3

The course introduces students to accounting concepts, principles, and processes underlying the production of financial statements, and also analyzes measurement and reporting of business transactions to users of financial statements. *Prerequisite None*

ACT 292 Principles of Accounting II 3-0-3

This course is a continuation of Principles of Accounting I and introduces students to accounting processes underlying the production of classified financial statements, and analyzes measurement and reporting of business transactions to interested users. Topics to be covered include: financial

statements for merchandizing and manufacturing companies, inventories valuation, fraud, internal control, and cash, accounts receivables, plant assets and natural resources. *Prerequisite ACT 191*

ECO 251 Principles of Microeconomics 3-0-3

This course seeks to help the student develop the tools necessary to analyze and investigate various microeconomic problems; issues of scarcity and choice, price determination and the elasticity and inelasticity of price, perfect competition, monopolistic competition and oligopoly, factor pricing, factor mobility, labor markets, and the importance and role of economic policy in our everyday lives. *Prerequisite MTH 100*

ECO 252 Principles of Macroeconomics 3-0-3

This course is a study of the economy on the aggregate (macro) level. It covers the economic policy and data, the principles of market economics, the methods and tools in measuring national economic activity, unemployment, inflation, and how they affect the business cycle. The course also looks in economics over the international level and the theories of economic growth and development. Theories of macroeconomics such as the Classical-Keynesian debate, the monetary system, the federal reserve system, money markets and fractional reserve banking are also examined. *Prerequisite ECO 251*

ENG 202 Business Communication 3-0-3

This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to industry, business, and corporate environments. Students will learn to develop various types of written business correspondence, analyze and interpret business problems and communicate them in a business manner, utilizing, memos, forms and other forms of business communication techniques. The students will also learn basic writing, editing, and presentation skills and utilize interpersonal communication. *Prerequisite ENG 102*

FIN 331 Managerial Finance 3-0-3

This Course introduces managerial finance, with an emphasis on project evaluation. The course reviews important ideas from modern finance theory and application of the various financial tools needed for evaluating investment projects. Topics covered include the financial statement analysis, time value of money, estimating cash flows, accounting for risk, developing appropriate selection criteria, and valuing projects as real options. A major portion of the class effort is devoted to a case

study of an actual project financed cogeneration facility. Students work in groups to prepare a presentation on its financial performance, including quantifying the risks it faces under changing circumstances.

Prerequisite ACT 292

CIT 200 Introduction to Information Systems 3-0-3

This course is an introduction to the management of computer and information systems and their application in business environments and in solving the challenges faced by management and organizations. ***Prerequisite CIT 100***

LAW 231 Legal and Ethical Environment of Business 3-0-3

The Course focuses on the study of various laws applicable to business activities, such as contract, agency laws, bailment and formation of various types of Companies, their legal background, basis and application and the business related UAE Laws. ***Prerequisite None***

MGT 271 Principles of Management 3-0-3

This course is the foundation for the understanding of management theories and issues, organization structures and formations, leadership skills and techniques, and the political, economic, technical, and social implications of managerial decision-making. It focuses on the basic roles, skills and functions of management and managerial responsibility for effective and efficient achievement of goals. ***Prerequisite None***

OBV 290 Organizational Behavior 3-0-3

The Course provides a comprehensive analysis of individual and group behavior in organizations. The purpose is to enhance the understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. ***Prerequisite: MGT 271***

BUS 380 Business Research Methods 3-0-3

This course is designed to provide students with the necessary skills and knowledge on the theory and applied techniques needed to conduct an effective research for business decision making. It focuses mainly on the areas such as the role of research in business, types of business research, problem identification techniques, drafting of research objectives, hypothesis, fixing the research methodology, familiarizing the tools for data analysis, report writing and ultimately equipping the

students to prepare a research proposal for a particular area of business research. Successful completion of this course should be sufficient for students to undertake a research project.

Prerequisite QM 241

BUS 390 Internship 3-0-3

This course offers the student a chance to incorporate the theoretical concepts and principles with practical experience in a business setting. It enables students see the reality of the Accounting, Finance and Banking, Real Estate Development and Investment profession, and apply their knowledge and skills in a corporate and/or professional environment and utilize this experience for attaining future employment. ***Prerequisite Junior or Senior standing***

MGT 476 Strategic Management (Capstone) 3-0-3

This course is an examination of the techniques, processes, and methods used by firms in gaining and maintaining a competitive advantage by utilizing and analyzing various situations and challenges faced by organizations and the strategic insight, vision, and decisions to resolve them.

Prerequisite Senior standing

MKT 290 Principles of Marketing 3-0-3

This course is an introduction to the concepts of marketing utilized in developing marketing strategies for an organization or firm. Theoretical concepts in marketing will be discussed, including value driven marketing, the marketing plan, marketing research, target markets and segmentation, along with their implications in formulating marketing strategies. ***Prerequisite***

MGT-271

MTH 120 Business Calculus 3-0-3

This course is an introduction to the uses of calculus in business, economics, and the social sciences. Some of the topics covered are curve sketching, exponential growth and anti-derivatives.

This course is designed to give students a sound understanding of basic concepts of calculus and to give them the knowledge and skills to apply a variety of techniques to practical situations.

Prerequisite MTH 100

QM 241 Business Statistics I 3-0-3

This course introduces the application of statistics in business environments, utilizing statistical techniques, from data analysis and frequency distributions to the use of samplings and correlations, in solving business problems and for making business decisions. *Prerequisite MTH 100*

QM 341 Business Statistics II 3-0-3

This course is a continuation of QM 241, reinforces, and introduces many new concepts in the use of statistics for business and managerial decision-making. The course examines inference and hypothesis testing, statistics for quality control, simple and multiple regression, analysis of variance, and time-series techniques as well as their application in business analysis. *Prerequisite QM 241*

Human Resource Management Compulsory Requirements:

HRM- 201 Human Resource Management 3-0-3

The course Human Resource Planning and Development is designed to consider the theory and role of human resource planning and development in organizations, and link it to policies and practices required in organizations for effective people management. Strategic human resources planning model is introduced and includes the following elements: organizational strategy, HRM strategy, environmental influences on HRM, job analysis, HR management systems, forecasting supply and demand. Various corporate strategies in today's workplaces are examined in conjunction with their significant effect on human resources planning. The Course aims to develop knowledge and skill in a range of HRD activities in organizations and to relate these to the professional standards. It covers the practical application of personnel theory.

Pre-requisite MGT-271

HRM-301 Managing Recruitment, Selection and Induction 3-0-3

The course provides an in-depth study of the staffing function and is approached with the intent of providing pragmatic information necessary for meaningful decision-making and implementation of effective staffing systems, thus, this course is intended to provide an understanding of recruitment and selection methods and processes as well as give you an opportunity to develop a

critical approach to R&S and HRM. This critical approach is necessary because choosing whom to employ is an important way in which employers pursue their interests in the workplace, the course topics will assist the student to CIMA, CIPD HR Certificate.

Pre-requisite HRM-201

HRM 303 *Organizational Development and Change* 3-0-3

This course involves the study, research and analysis of pro-active strategies for organizational change using the theories and techniques of applied behavioral science. This course covers the phases of consulting, strategies, intervention decisions and actions, multiple roles, skills and phases of internal and external consultants, ethical dilemmas and guidelines, and the implementation of action research. In this course, students will be exposed to a number of organizational issues including, the need for change, why organizations change or fail to change, the legal and regulatory issues associated with change, and how change helps organizations become more competitive and profitable.

Pre-requisite HRM-201& OBV290

HRM-304 *Compensation Management* 3-0-3

This course introduces and analyzes the main components of compensation. The course will cover the main applications for assessing and implementing a model by considering internal and external factors, analyzing market data and developing recommendations to implement changes to an organization's compensation and benefits administration policies and procedures. Principles underlying merit and variable performance-based pay plans will be introduced and analyzed in depth. Aligning compensation to an organization is guiding principles and Human Resources structure will be introduced and thoroughly discussed. This course balances theory and practice. The course will emphasize the strategic aspects of compensation and how the organization can achieve a sustainable competitive advantage through compensation policy/programs.

Pre-requisite HRM201

HRM-310**Performance Appraisal****3-0-3**

This course is an in-depth study of various performance appraisal methods, benefits and challenges of various methodology, and alternatives to performance appraisals. It will help students to explain the appraisal process and what type of appraisals to conduct, how to prepare for own appraisal, and more. The course topics will assist the student to SHRM–CP, CIPD HR, SPHR Certificate

. Pre-requisite HRM-201

HRM-331**Human Resource Information System****3-0-3**

The course explains the Enterprise Resource Planning that integrates the various HR modules like recruitment, training, compensation, performance management into an integrated system. The HRIS systems have become a need for growing organizations and the understanding of the management and information technology behind the HRIS system is the main aim of the course.

Pre-requisite CIT-200, HRM-201

HRM-401**Training and Development****3-0-3**

The course is a practical course on the training and development section of the human resources of the organization. The course emphasizes the theories of training and development in the broader perspective of the organization. This means covering some of the basic concepts of training/HRD, such as motivation and learning theory, needs assessment, and the evaluation of training. Different types of training programs will be examined, including orientation, skills training, team building, management development, organization development, and diversity training. The course topics will assist the student to SHRM–CP, CIPD HR, SPHR Certificate.

Pre-requisite. HRM-201

HRM-410**Industrial Relationship and labor Laws****3-0-3**

This course serves as an introduction into the field of industrial relations. Students will learn about the history of the field and of labor unions. The main aim of this course is to introduce students to the theories, institutions and practices of Industrial Relations. The course examines the role and objectives of the main actors in the employment relations – employers, employees and trade unions and the government, and their interactions in collective bargaining, employee involvement / participation, conflict resolution and expression and the termination of the employment relationship.

Pre-requisite MGT-271& LAW231

HRM 415

Strategic Global HRM

3-0-3

The Strategic Global Human Resources Management (SHRM) course posits that money, materials and machines are meaningless without the wise use of the single most critical component of productivity: people. This course introduces the strategic perspective to be taken in harnessing the human resources of an organization. More particularly, the course focuses on the strategic roles, which the Human Resources function and professionals play in creating value and delivering results to their respective organizations.

Pre-requisite HRM 201

Human Resource Management Major Electives:

HRM-373

Special Topics in HRM

3-0-3

This course is to discuss important issues and roles of HRM in the current and future business world and economy. After completing the course, the students are expected to understand the topics, analyze the implications of business and economic changes to Human resource and vice versa; and give opinion and make decisions related to the issues. This is an upper level, advanced course, and will be conducted as a seminar. This means that each of you will be expected to contribute to class discussion on a regular basis.

Pre-requisite HRM-201.

HRM390

Essential leadership skills for Managers

3-0-3

The course introduces various theoretical concepts associated with the leadership phenomenon and explores the practical implications of these for work placed practitioners. Leading change and influencing through communication will be covered, with an emphasis being placed on the multicultural and ethical issues that can affect leadership practices.

Pre-requisite HRM-201.

HRM-420

HRM in Public Sector

3-0-3

The course will provide you with a foundation of knowledge of human resource methods and practices from the perspective of managers and HR practitioners. You will gain unique perspective that is public sector specific through current, real-life examples from an experienced public sector HR manager. Additionally, this course will help you develop critical analysis skills by encouraging you to deconstruct policies and positions, understand opposing viewpoints, and communicate a position with reference to the Labor Laws in UAE and Gulf region. This course also helps you to develop an understanding of the public sector employment conditions in UAE.

Pre-requisite LAW-231, HRM-201