			CREDIT UNITS			
Course Title	ENGLISH CODE/NO	ARABIC CODE/NO				
	CODE/IVO	CODE/NO	Th.	Pr.	Tr.	TCU
Introduction to Human Resource Management	HR 251	HR 251	3	-	-	3
Prerequisites						
The course is offered at $[\sqrt{\ }]$ 1 st semest	er [] summer	The cour elective	se is [√] r	equired		

This course concentrates on the management and development of human resource at business organizations. It includes the main functions of the human resource management and its interaction with other basic management functions. Students will explore the concepts and skills relevant to modern practices in the field of HR.

Course Objectives:

- 1. Explain how the functions of human resource management are strategically integrated into the organization's environment and business plan.
- 2. Emphasize human resource management as a field of professional practice.
- 3. Provide a basic foundation for the main functions of the HR profession.
- 4. Introduce skills that are used to implement the different functions of human resource management.

Scientific Contents:

- 1. Historical development of the human resource management.
- 2. Main functions of human resource management.
- 3. Planning human resource.
- 4. Acquiring human resource.
- 5. Training and developing human resource.
- 6. Compensating human resource.
- 7. Human resource well-being.

Course Outcomes:

By the end of this course, students should be able to:

- 1. Distinguish between personnel management practices and human resource management practices.
- 2. Understand the strategic role of HR departments in achieving organizational strategic goals.
- 3. Comprehend the main functions of the HR department and its relationship with other departments Acquire basic knowledge and skills needed by HR specialist to implement the functions of job analysis, job design, recruitment, selection, training, career development, performance appraisal, compensation, benefits, and employee well-being.
- 4. Understand major challenges facing HR specialists.

Assessment Methods:

1. Exams, 2) Participation, 3) Assignments / Cases, 4) Projects.

TextBook:

Byars, L. and Rue, L., "Human Resource Management", 9th \e, McGraw Hill, (2008).

Supplementary References:

DeCenzo, D. A. and Robins, S. P, "Fundamentals of Human Resource Management", 9th\ e, John Wiley & Sons, Inc., (2007).

	Time Table for Distributing Theoretical Course Contents	
Week	Subject	Remarks
1	Historical development of the human resource management.	
2	Historical development of the human resource management.	
3	Main functions of human resource management.	
4	Main functions of human resource management.	
5	Main functions of human resource management.	
6	Job analysis +Mid-Term	
7	Planning human resource.	
8	Planning human resource.	
9	Acquiring human resource.	
10	Training and developing human resource.	
11	Compensating human resource.	
12	Compensating human resource.	
13	Type of Compensating	
14	Case study	
15	Case study	
	Final Exam	

Course Tidle	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS			
Course Title			Th.	Pr.	Tr.	TCU
Human Resource Planning	HR 301	HR 301	3	-	-	3
Prerequisites		HR 251				
The course is offered at $\lceil \sqrt{\rceil}$ 1 st semest	er [] summer	The course is [√] required []				
The course is offered at [v] 1 semester [] 2 semester		i [] seminer	elective			

For the purpose of this course is to introduce students to the concepts of human resource planning and its importance and how to do it and development such as job analysis and characterization methods for it and forecasting supply and demand both internally and externally in the Saudi environment, as well as the configuration for the development and training that the workforce and develop their skills.

Course Objectives:

The aim of this course is to introduce students to the concepts of human resource planning and its importance and how to do it and development such as job analysis and characterization methods for it and forecasting supply and demand both internally and externally in the Saudi environment, as well as the configuration for the development and training of the workforce and develop their skills.

Scientific Contents:

The basic concepts of human resource development.

Sub-components of the system of human resource development.

Planning career paths.

Evaluating the efficiency of the performance of employees.

HR information system.

Strategies, organization development and human resource development.

Drafting and design and implement a strategy of human resource development and control.

Strategic review of human resource development and redevelopment.

Course Outcomes:

At the end of this class, students should be able to:

Recognize the role of human resource management in today's organizations.

Comprehend the importance of aligning human resource policies with business strategies.

Design human resource policies and practices in accordance to the broader business strategy.

Understand current issues in human resource management. On completion of this decision, the student will be able to deal with human resource planning and its importance.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

Madani Alagi."Human Resource Management ",3rd \ e, khawarizm Academic, (2009).

Supplementary References:

Prof. Narender K. Chadha, "Human Resource Management", Shri Sai Printographers, (2002).

Time Table for Distributing Theoretical Course Contents					
Week	Subject	Remarks			
1	The basic concepts of human resource planning.				
2	The basic concepts of human resource planning.				
3	Main functions of human resource management.				
4	Sub-components of the system of human resource development.				
5	Planning career paths.				
6	Planning career paths +Mid-Term				
7	Evaluating the efficiency of the performance of employees.				
8	Evaluating the efficiency of the performance of employees.				
9	HR information system.				
10	Strategies, organization development and human resource development.				
11	Drafting and design and implement a strategy of human resource development and control.				
12	Strategic review of human resource development and redevelopment.				
13	Strategic review of human resource development and redevelopment.				
14	Case study				
15	Case study				
	Final Exam				

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS				
			Th.	Pr.	Tr.	TCU	
Recruitment, Selection and Retention of Human Resource	HR 302	HR 302	3	-	-	3	
Prerequisites	HR251						
The course is offered at $[\sqrt{\ }]$ 1 st semeste.] summer	The cour	se is [√] re	quired [] e	elective		

This course provides a theoretical framework along with practical guidelines for the human resource functions of recruiting, selecting, and retaining organizational workforce. The course includes such important topics as planning for the recruitment and selection process, incorporating job analysis into the recruitment process, and the development of recruitment and selection devices. Issues of employee retention will also be discussed.

Course Objectives:

- 1. Emphasize the importance of HR recruitment, selection, and retention to the well being of business organizations.
- 2. Increase awareness and knowledge regarding recruitment, selection, and retention of organizational workforce.
- 3. Introduce tools that can be used for effective implementation of employee recruitment, selection, and retention.

Scientific Contents:

- 1. The nature of staffing.
- 2. Planning for human resource recruitment.
- 3. Job analysis.
- 4. External and internal recruitment.
- 5. Selection methods.
- 6. Employment.
- 7. Retention of human resource.

Course Outcomes:

By the end of this course, students should be able to:

- 1. Perform job analysis and write a job description.
- 2. Comprehend the effects of legal and social variables on organizational decisions .
- 3. Explain the advantages and disadvantages of the different recruitment methods.
- 4. Design and perform an interview.
- 5. Describe the different test categories used in the selection process.
- 6. Identify the content of a job offer, and explain the process of negotiating contracts with new employees.

Assessment Methods:

- 1. Exams.
- 2. Participation.
- 3. Assignments / Cases.
- 4. Projects.

TextBook:

Heneman, H. and Judge, "Strategic Staffing", 6th\ e ,McGraw Hill; (2009).

Supplementary References:

Phillips, J. and Gully, S., "Staffing Organizations", 1st\e, by published, Prentice Hall; (2009).

Time Table for Distributing Theoretical Course Contents

Week	Subject	Remarks
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1	The nature of staffing.
2	Planning for human resource recruitment.
3	Planning for human resource recruitment.
4	Job analysis.
5	Job analysis.
6	Revision +Mid-Term
7	External and internal recruitment.
8	External and internal recruitment.
9	Selection methods.
10	Employment.
11	Retention of human resource.
12	Retention of human resource.
13	Evaluation
14	Case study
15	Case study
	Final Exam

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS			
			Th.	Pr.	Tr.	TCU
Analysis and Job Design	HR 303	HR 303	3	-	-	3
Prerequisites		HR251				
The course is offered at $[\sqrt{\ }]$ 1 st semest	er [] summer	The cou	rse is [√]	required		

The purpose of this course is to introduce students to the concept of analysis and job descriptions and job descriptions and how to determine the specifications of the incumbent and also identify ways to design jobs.

Course Objectives

The aim of this course is to introduce students to the concepts of analysis and design functions, and scientific methods for the design and analysis functions in order to carry out functions of the post to achieve the goals of human resource and organization.

Scientific Contents

- -the concept of job analysis.
- The concept of job descriptions and functional specifications.
- How to determine the specifications of the incumbent.
- The importance of job analysis.
- Steps to Job Analysis.
- The concept of Design jobs.
- Methods of job design.

Course Outcomes

On completion of this decision, the student will be able to:

Dealing with the analysis and design functions and its importance and how it's done and methods to do this in modern business organizations to achieve the goals of human resource.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

Madani Alagi., "Human Resource Management", 3rd\ e, Y. khawarizm Academic, (2009).

Supplementary References:

Noe, Hollenbeck, Gerhart and Wright," Human Resource Management", the McGraw-Hill Companies, (1997).

	Time Table for Distributing Theoretical Course Contents					
Week	Subject	Remarks				
1	Concept of job analysis.					
2	- The concept of job descriptions and functional specifications.					
3	- The concept of job descriptions and functional specifications.					
4	- The importance of job analysis.					
5	- The importance of job analysis.					
6	Job Analysis + Mid-Term					
7	- Steps to Job Analysis.					
8	- The concept of Design jobs.					
9	- The concept of Design jobs.					
10	- How to determine the specifications of the incumbent.					
11	- Methods of job design.					
12	- Methods of job design.					
13	Job design					
14	Case study					
15	Case study					
	Final Exam					

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS				
			Th.	Pr.	Tr.	TCU	
Performance Management	HR 304	HR 304	3	-	-	3	
Prerequisites		HR251					
The course is offered at [] 1 st semester	er [] summer	The cou	rse is [√] ı	required []		

This course addresses the topic of Performance Management, a continuous process of identifying, measuring, and developing the performance of individuals and teams and aligning performance with the strategic goals of the organization. Performance management system are described as key tools to transform people's talent and motivation into a strategic organizational advantage. In addition, performance management is discussed as an integral part of all organizational units and not the domain of the HR function only.

Course Objectives:

- 1. Emphasize the important role of performance management in aligning employee performance with the strategic goals of an origination.
- 2. Provide a thorough discussion of recent developments in performance management.
- 3. Present a practical model of performance management that explains how to develop and implement effective performance management system that bring results.

Scientific Contents:

- 1. Introduction to performance management.
- 2. Measuring performance.
- 3. Implementing a performance management system.
- 4. Performance management and employee development.
- 5. Reward systems and legal issues.
- 6. Managing team performance.

Course Outcomes:

At the end of this class, students should be able to:

- 1. Explain the benefits of an effective performance management system.
- 2. Identify the advantages and disadvantages of the different performance measurement methods.
- 3. Design and implement a performance management system.
- 4. Write SMART performance standards.
- 5. Document employee performance.
- 6. Distinguish between performance problems and personal problems.

Assessment Methods:

- 1. Exams.
- 2. Participation.
- 3. Assignments / Cases.
- 4. Projects.

TextBook:

Aguinis H., "Performance Management", 2nd/e, Prentice Hall, (2009).

Supplementary References:

Pulakos, E.," Performance Management: A New Approach for Driving Business Results", John Wiley and Sons Inc., (2009).

	Time Table for Distributing Theoretical Course Contents	
Week	Subject	Remarks
1	Introduction to performance management.	
2	Introduction to performance management.	
3	Measuring performance.	
4	Measuring performance.	
5	Implementing a performance management system.	
6	Revision +Mid-Term	
7	Performance management and employee development.	
8	Performance management and employee development.	
9	Reward systems and legal issues.	
10	Reward systems and legal issues.	
11	Managing team performance.	
12	Managing team performance.	
13	Project	
14	Case study	
15	Case study	
	Final Exam	'

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Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS				
			Th.	Pr.	Tr.	TCU	
Compensation and Benefits	HR 305	HR 305	3	-	-	3	
Prerequisites		HR251					
The course is offered at [] 1 st semester	r [] summer	The course is [√] required [] elective					

This course underscores compensation systems (which include wage and salary administration, incentive plans, and employee benefit programs) as important tools for attracting, motivating, and retaining employees. It is also concerned with the detailed study of job analysis, job evaluation, wage surveys, and performance appraisal.

Course Objectives:

- 1. Emphasize the strategic role of compensation systems in achieving organizational goals.
- 2. Explain basic theoretical framework and recent trends in the field of compensation and benefits.
- 3. Introduce essential tools that can be used for the effective utilization of compensation systems.

Scientific Contents:

- 1. Introduction to compensation.
- 2. Internal determinants of pay level.
- 3. External determinants of pay level.
- 4. Individual determinants of pay level.
- 5. Employee benefits.

Course Outcomes:

By the end of this course, students should be able to:

- 1. Relate compensation system with motivation and productivity.
- 2. Describe the process of building a compensation system.
- 3. Develop performance measures such as job analysis, job evaluation, and performance appraisal.
- 4. Understand the effect of legal, social, and economic variables on organizational decisions regarding compensation and benefit.
- 5. Define and evaluate different pay structures, such as salary, commission, and pay-for-performance.
- 6. Define and evaluate different benefits and explain why employers provide them.
- 7. Understand budget ramifications of compensation decisions.

Assessment Methods:

- 1. Exams
- 2. Participation
- 3. Assignments / Cases
- 4. Projects

TextBook:

by Milkovich, G. and Newman, J., "Compensation", 9th\ e, McGraw Hill; (2008).

Supplementary References:

Henderson, R., "Compensation Management in a Knowledge-Based World", 10th\ e ,Prentice Hall; (2006).

	Time Table for Distributing Theoretical Course Contents				
Week	Subject	Remarks			
1	Introduction to compensation.				
2	Introduction to compensation				
3	Introduction to compensation				
4	Internal determinants of pay level.				
5	Internal determinants of pay level.				
6	Revision +Mid-Term				
7	External determinants of pay level.				
8	External determinants of pay level.				
9	Individual determinants of pay level.				
10	Individual determinants of pay level.				
11	Employee benefits.				
12	Employee benefits.				
13	Project				
14	Case study				
15	Case study				
	Final Exam				

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT	UNITS		
			Th.	Pr.	Tr.	TCU
Strategic Human Resource Management	HR 306	HR 306	3	-	-	3
Prerequisites		HR 301				
The course is offered at [] 1 st semeste	er [] summer	The course is [√] required [] elective				

This course underscores human resource as the major competitive advantage of business organizations. It explains how to develop effective human resource management practices that support both corporate-level and business-unit-level strategies.

Course Objectives:

- 1. Emphasize the emerging strategic role played by human resource management in modern organizations.
- 2. Provide a deep understanding of human resource management from a systematic, strategic perspective.
- 3. Explain the linkage between strategic management, human resource planning, and human resource management practices.
- 4. Illustrate how human resource strategy facilitates change in strategy at the organizational level.
- 5. Discuss current issues in human resource management.

Scientific Contents:

- 1. Overview of strategic human resource management.
- 2. Strategy and human resource management.
- 3. Implications of strategic human resource management.
- 4. The strategic dimensions to human resource functions.
- 5. Global Human Resource Management.

Course Outcomes:

At the end of this class, students should be able to:

- 1. Recognize the strategic role of human resource management in today's organizations.
- 2. Comprehend the importance of aligning human resource policies with business strategies.
- 3. Design human resource policies and practices in accordance to the broader business strategy.
- 4. Understand current issues in human resource management.

Assessment Methods:

- 1. Exams.
- 2. Participation.
- 3. Assignments / Cases.
- 4. Projects.

TextBook:

Mello, J., "Strategic Human Resource Management", 3rd \ e,

Cengage Learning, Inc., (2011).

Supplementary References:

Saunders, M., Millmore, M., Lewis, P., Thornhill, A., Morrow, T., Strategic Human Resource Management, Prentice Hall, (2007).

	Time Table for Distributing Theoretical Course Contents				
Week	Subject	Remarks			
1	Overview of strategic human resource management.				
2	Overview of strategic human resource management.				
3	Strategy and human resource management.				
4	Strategy and human resource management.				
5	Implications of strategic human resource management.				
6	Revision + Mid-Term				
7	Implications of strategic human resource management.				
8	The strategic dimensions to human resource functions.				
9	The strategic dimensions to human resource functions.				
10	Global Human Resource Management.				
11	Global Human Resource Management.				
12	Global Human Resource Management.				
13	Problems of HRM				
14	Case study				
15	Case study				
	Final Exam				

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT U	T UNITS			
			Th.	Pr.	Tr.	TCU	
Organizational Behavior	HR 321	HR 321	3	-	-	3	
Prerequisites							
The course is offered at [] 1 st semester [] 2 nd semester [] summer			The course is [] required $[]$ elective			tive	

This course focuses on the experiences of a school of human relations, research, data and behavioral science research and theories regarding the characteristics of each of the individual and the organization to improve the interaction between them in the hope of improving both performance and productivity and job satisfaction.

Course Objectives:

- Teaching students the scientific background and the various theories which enable the interpretation of human behavior in general and in organizations in particular
- Teaching students how to predict behavior and then to influence him and directed through the Director to work as a leader
- A focus on dealing Director and influence in the behavior of work groups, formal and informal guidance and behavior in the direction of the group's goals
- The student's education methods and theories of different stimulation, so as to influence the behavior of Group
- The student's education tools that enable the Director of the Department of negotiations with employees

Scientific Contents:

- 1. The concept of human behavior.
- 2. Test-school human relations and research.
- 3. Behavioral Sciences and theories regarding the characteristics of each individual and organization.
- 4. Scientific background and the various theories which enable the interpretation of human behavior.
- 5. How to predict behavior and to influence him and directed through the Director to work as a leader.
- 6. Working groups formal and informal influence and guidance in behavior and goals of the organization.
- 7. Methods of stimulation and different theories.

Course Outcomes:

On completion of this decision, the student will be able to:

Identify the most important issues affecting human behavior and human resource to identify behavioral theories and standards for human resource staff, in addition to dealing Director and influence in the behavior of the working groups formal and informal guidance and conduct of staff in achieving the goals of the organization.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

Dr. Ahmed Sakr Ashour, "Human Behavior in Organizations", (2009).

Supplementary References:

K.Aswathappa, "Human Resource Management: text and cases", Tata McGraw-Hill Publishing Co. (2008).

	Time Table for Distributing Theoretical Course Contents	1
Week	Subject	Remarks
1	The concept of human behavior.	
2	Test-school human relations and research.	
3	Test-school human relations and research.	
4	Behavioral Sciences and theories regarding the characteristics of each individual and organization.	
5	Behavioral Sciences and theories regarding the characteristics of each individual and organization.	
6	Revision +Mid-Term	
7	Scientific background and the various theories which enable the interpretation of human behavior.	
8	How to predict behavior and to influence him and directed through the Director to work as a leader.	
9	How to predict behavior and to influence him and directed through the Director to work as a leader.	
10	Working groups formal and informal influence and guidance in behavior and goals of the organization.	
11	Methods of stimulation and different theories.	
12	Methods of stimulation and different theories.	
13	Project	
14	Case study	
15	Case study	
	Final Exam	1

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS			
			Th.	Pr.	Tr.	TCU
Human Resource Management - English	HR 322	HR 322	3	-	-	3
Prerequisites						
The course is offered at [] 1 st semester [] 2 nd semester		[] summer	The course elective	rse is [] re	equired [1	V]

Today the human resource management function has an important bearing on the success of the organization because it directly affects the "bottom line" by enhancing profits and/or reducing operating and labor cost .This course-in English- will show an approach that values the employees as an investment through satisfaction of personal needs and goals.

Course Objectives:

The focuses of this course will be on the policies, programs, methods, and techniques that modern professional personnel managers create and implement to achieve a human resource philosophy.

Scientific Contents:

Introduction to Human Resource Management.

Management and the Personnel Function.

Job Analysis and Design.

Recruitment and Selection.

Appraisal of Human Resource.

Employee Training and Career Management.

Course Outcomes:

At the end of this class, students should be able to:

- 1- Recognize the role of human resource management in today's organizations.
- 2- Comprehend the importance of aligning human resource policies with business strategies.
- 3- Design human resource policies and practices in accordance to the broader business strategy.
- 4- Understand current issues in human resource management.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

Biswajeet Pattanayak, "Human Resource Management", , New Delhi:Prentice-Hall, (2008).

Supplementary References:

Mark Zweig ,"Human Resource Management", ,New York: Hahn Wily and Son,Inc.,(1991).

	Time Table for Distributing Theoretical Course Contents					
Week	Subject	Remarks				
1	Introduction to Human Resource Management.					
2	Introduction to Human Resource Management.					
3	Management and the Personnel Function.					
4	Management and the Personnel Function.					
5	Job Analysis and Design.					
6	Revision +Mid-Term					
7	Recruitment and Selection.					
8	Recruitment and Selection.					
9	Appraisal of Human Resource.					
10	Appraisal of Human Resource.					
11	Employee Training and Career Management.					
12	Employee Training and Career Management.					
13	Project					
14	Case study					
15	Case study					
	Final Exam					

Course Title	ENGLISH	ARABIC CODE/NO	CREDIT UNITS			
	CODE/NO		Th.	Pr.	Tr.	TCU
Organizational Development	HR 411	HR 411	3	-	-	3

Prerequisites	HR 251	
The course is offered at $[\sqrt{\ }]$ 1 st semester $[\]$ 2 nd semeste	er [] summer	The course is $[\sqrt{\ }]$ required $[]$ elective

This course explores organizational development theories and practices and its role in improving organizational performance and creating healthy work environment. The course discusses the process of planning and implementing interventions to create organization-wide change. It is also concerned with the impact of internal and external factors that implement change to an organization in today's turbulent environment.

Course Objectives:

- 1. Explain basic theories, principles, and trends of organizational development and relate them to real life situations.
- 2. Emphasize the role of the organization development practitioners as a change agent.
- 3. Introduce models of organizational change and development, including current practices and techniques.
- 4. Increase awareness and understanding of organizational development as a factor of success in today's business environment.

Scientific Contents:

- 1. Introduction to organizational development.
- 2. The nature of change.
- 3. The process of organizational development.
- 4. Interventions.
- 5. Special applications of organizational development.
- 6. Future directions in organizational development.

Course Outcomes:

At the end of this class, students should be able to:

- 1. Provide a general understanding of organizational development and emphasize the need for change.
- 2. Describe the dynamics of organizational change.
- 3. Identify symptoms, problems, and causes associated with organizational change.
- 4. Use tools of intervention that will lead to organizational change.
- 5. Differentiate between the role of the consultant and the role of the change agent in the process of organization development.

Assessment Methods:

- 1. Exams
- 2. Participation
- 3. Assignments / Cases
- 4. Projects

TextBook:

Cummings T. and Worley, C., "Organization Development and change", 9^{th} e, Cengage Learning, Inc., South-Western, (2008).

Supplementary References:

Brown, D.R, "Experiential Approach to Organization Development", 8th\ e, Prentice Hall, (2011).

Time Table for Distributing Theoretical Course Contents				
Week	Subject	Remarks		
1	Introduction to organizational development.			

2	Introduction to organizational development.				
3	The nature of change.				
4	The process of organizational development.				
5	The process of organizational development.				
6	Interventions +Mid-Term				
7	Interventions.				
8	Special applications of organizational development.				
9	Special applications of organizational development.				
10	Special applications of organizational development.				
11	Future directions in organizational development.				
12	Future directions in organizational development.				
13	Project				
14	Case study				
15	Case study				
	Final Exam				

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS				
			Th.	Pr.	Tr.	TCU	
Human Resource Development	HR 412	HR 412	3	-	-	3	
Prerequisites		HR251	HR251				
The course is offered at $\lceil \sqrt{\rceil}$ 1 st semest	er [] summer	The course is $[\sqrt{\ }]$ required $[]$					
The course is offered at [v] 1 semester [] 2 semester		i [] summer	elective				

This course introduces students to the profession of human resource development. In specific, the course provides a comprehensive study of training and organizational development. It explains methods of identifying training needs, and designing, implementing, and evaluating training programs. It also covers the process of planning and implementing organizational change.

Course Objectives:

- 1. Emphasize human resource development as a field of professional practice.
- 2. Underscore the link between human resource development and organizational goals and strategies.
- 3. Discuss basic theories and recent trends in the field of human resource development.
- 4. Explain the different methods used to satisfy needs related to human resource development.

Scientific Contents:

- 1. Introduction to human resource development.
- 2. Theory and philosophy in human resource development.
- 3. Human resource development policy and planning.
- 4. Training and development.
- 5. Organization development.
- 6. Advancing human resource development.
- 7. Challenges facing human resource development.

Course Outcomes:

At the end of this class, students should be able to:

- 1. Recognize the role and function of HRD specialist.
- 2. Understand how can an organization fully use the skills and abilities of its employees.
- 3. Identify HRD needs in organizations and propose adequate solutions for them.
- 4. Recognize the various uses of training, education, and career development in the workplace environment.
- 5. Design effective training programs for given performance problems.
- 6. Distinguish between training and non-training solutions for typical performance problems.
- 7. Describe career development and its value to both individual and organizations.

Assessment Methods:

- 1. Exams.
- 2. Participation.
- 3. Assignments / Cases.
- 4. Projects.

TextBook:

Wexley, K. and Latham, G., Swanson, R. "Foundations of Human Resource Development", ; $2^{nd} \setminus e$, Berrett-Koehler Publishers, (2009).

Supplementary References:

and Holton, E., "Developing and Training Human Resource in Organizations", 3rd\ e, Prentice Hall, (2002).

Time Table for Distributing Theoretical Course Contents					
Week	Subject	Remarks			
1	Introduction to human resource development.				
2	Introduction to human resource development.				
3	. Theory and philosophy in human resource development.				

4	Theory and philosophy in human resource development.				
5	. Human resource development policy and planning.				
6	Developing Planning + Mid-Term				
7	Training and development.				
8	Training and development.				
9	. Organization development.				
10	Advancing human resource development.				
11	Advancing human resource development.				
12	Challenges facing human resource development.				
13	Project				
14	Case study				
15	Case study				
	Final Exam				

Course Title			CREDIT UNITS			
	CODE/NO	CODE/NO	Th.	Pr.	Tr.	TCU
Human Resource Information System	HR 413	HR 413	3	-	-	3
Prerequisites	HR251					
The course is offered at [1/] 1st some	estar [] 2nd same	star [] summer	The cou	raa ia [1/]	raquirad	[] alactive

The course is offered at $[\sqrt{1}]$ 1st semester $[\sqrt{1}]$ 2nd semester $[\sqrt{1}]$ summer $[\sqrt{1}]$ The course is $[\sqrt{1}]$ required $[\sqrt{1}]$ elective

Course Description:

The purpose of this course is to introduce students to the concepts of human resource information and its importance and how to do it and to identify areas of use of information system for human resource and the computerized system in building basic information and requirements necessary for the management of human resource.

Course Objectives

The aim of this course is to introduce students to the concepts of management information system human resource and their importance and how to do it also aims to introduce students to the components of the HR information system and areas of use of information system to this system.

Scientific Contents

Basic concepts in management information system:

- System
- Data and information
- Management Information System
- -Human resource information system:
- Components of Human Resource Information System
- Computerized and manual system in the building of human resource information
- Areas of use of information system in human resource

Course Outcomes

On completion of this decision, the student will be able to:

Dealing with human resource information system and its importance and how to do it and ways to use information system in the human resource requirements and the effectiveness of the computerization of information system for human resource.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

Madani Alagi ,"Human Resource Management", 3rd e, Khawarizm Academic , (2009).

Supplementary References:

Noe, Hollenbeck, Gerhart and Wright, "Human Resource Management", the McGraw-Hill Companies, (1997).

Week	Subject	Remarks
1	Basic concepts in management information system:	
2	Basic concepts in management information system:	
3	System	
4	Data and information	
5	Data and information	
6	Revision +Mid-Term	
7	Management Information System	
8	Management Information System	
9	Human resource information system:	
10	Components of Human Resource Information System	
11	Computerized and manual system in the building of human resource information	
12	Areas of use of information system in human resource	
13	Areas of use of information system in human resource	
14	Case study	
15	Case study	
	Final Exam	

Course Title		ARABIC CODE/NO	CREDIT UNITS				
			Th.	Pr.	Tr.	TCU	
Global Issues in H.R.M.	HR 414	HR 414	3	-	-	3	

Prerequisites		HR251				
The course is offered at [] 1 st semeste	er [] summer	The courselective	rse is [√]	required		

The purpose of this course is to introduce students to the most important global issues and influences on the global market of human resource, and identify the types of recruitment and international recruitment, and changes in the global market.

Course Objectives

The aim of this course is to introduce students to the most important global issues of human resource, especially in America and the European Union and the countries of East Asia as well as the Arab world and identify the most important international conventions relating to human resource.

Scientific Contents

- Recent changes in the international labor market.
- Effects on human resource in the global market.
- Differences and criteria for the global human resource.
- Human resource management from a global perspective.

Course Outcomes

On completion of this decision, the student will be able to:

Dealing with human resource information system and its importance and how to do it and ways to use information system in the human resource requirements and the effectiveness of the computerization of information system for human resource.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

Noe, Hollenbeck, Gerhart and Wright, "Human Resource Management (Gaining a Competitive Advantage)", the McGraw-Hill Companies, (1997).

Supplementary References:

Noe, Hollenbeck, Gerhart and Wright," Human Resource Management", the McGraw-Hill Companies, (1997).

Week	Subject	Remark
1	Basic concepts in management information system:	
2	Basic concepts in management information system:	
3	System	
4	Data and information	
5	Data and information	
6	Revision +Mid-Term	
7	Management Information System	
8	Management Information System	
9	Human resource information system:	
10	Components of Human Resource Information System	
11	Computerized and manual system in the building of human resource information	
12	Areas of use of information system in human resource	
13	Areas of use of information system in human resource	
14	Case study	
15	Case study	

Course Title	ENGLISH CODE/NO	ARABIC	CREDIT UNITS				
Course Title		CODE/NO	Th.	Pr.	Tr.	TCU	
Applications of Computer in Human Resource	HR 415	HR 415	3	-	-	3	
Prerequisites	HR403						
The course is offered at [] 1 st semester	er [] summer	The course is [√] required [] elective					

The course provides an introduction to systems design by emphasizing the relational database model. Curriculum content will focus on table and form design, queries and reports, sub-forms, multiple table queries and the integration of Access with the Web and other programs.

Course Objectives:

This course aims to give the student skills about using developing and managing database frequently used in commerce and business administration especially the applications used in human resource.

Scientific Contents

- Basic concepts in Microsoft access.
- Using the fields.
- Text data.
- Date/time data
- Filter extract and replace data
- All types of data
- Delete rename copy and paste
- The hyper link in access
- Import/export data
- requests

Course Outcomes

Upon satisfactory completion of this course, the student will be able to:

Dealing with databases, storage modification and views control like sorting and filtering the data, also importing, exporting and the identification of all types of data.

Assessment Methods:

- 1- Exams.
- 2- Participation.
- 3- Assignments / Cases.
- 4- Projects.

TextBook:

by Othman Alsaloom, Ali Gomah, Ahmed Yosef,"Applications of Computer science", Alyazourh, (2005).

Supplementary References:

by A. J. Walker, "Human Resource Information System", ,New Yourk: Van Nostrand ,(1982).

Week	Subject	Remark
1	Basic concepts in Microsoft access.	
2	Basic concepts in Microsoft access.	
3	Using the fields.	
4	Text data.	
5	Text data.	
6	Revision +Mid-Term	
7	Date/time data	
8	Filter extract and replace data	
9	All types of data	
10	Delete rename copy and paste	
11	The hyper link in access	
12	Import/export data Requests	
13	Project	
14	Case study	
15	Case study	

Course Title	English Code	Arabic Code	Credit Units			
			Th.	Pr.	Tr.	TCU
Industrial Relations	HR 423	HR 423	3	-	-	3
Prerequisites						
The course is offered at [] 1 st semester [] 2 nd		The course is [] required $[]$ elective				
semester [] summer		The course is [] required [\ \ electric				

Current course activities include the following themes: trade unions past and present; international industrial relations/human resource management; the management of human resources; best practice and business performance; the management of pay; industrial relations/human resource management in SMEs; managing creativity and enterprise; and transport history.

Course Objectives:

Upon the completion of the course students will:

- a. To introduce students to the terminology, history, and models of the US industrial relations system.
- b. To provide tools and other resources for students who will be pursuing further instruction and research in industrial relations.
- c. Develop skills to handle personnel issue related to their jobs and corporate strategies.

Scientific Contents:

- History of Industrial Relations before and after 1930
- Trade Unions today, their growth strategies and political involvements
- International industrial relations.
- Unions Structures
- Labor Management Relations and collective bargaining.
- Preparing for negotiations and bargaining issues.

Learning Outcomes:

The students will be able to:

- Understand role and requirements of trade unions.
- Handle the concepts and importance of International industrial relations.
- Understand the deference between personnel management and human resource management
- Effectively handle issues in Industrial relations.
- Understanding industrial relations and participate in negotiation process.

Assessment Methods:

- Exams
- Participation
- Assignments/Cases
- Projects

TextBook:

Dr A M Sarma , Industrial Relations- Conceptual and Legal Framework, 8th\ e , Himalaya Publication, (2005).

Supplementary Book:

R.Wayne Monday, R. M. Noe, S.R. Premeeux, Human Resource Management, 8th\e, Prentice Hall, (2002).

Week	Subject	Remarks
1	Introduction to trade unions (meaning, Definition, Scope, and Importance)	
2	Introduction to trade unions (meaning , Definition ,Scope ,and Importance)	
3	Labor Movement Before and After 1930	
4	Industrial Unions today	
5	Unions' Growth Strategies	
6	Revision + Mid-Term	
7	Corporate Labor Campaign	
8	Labor Relations and Bargaining Patterns	
9	Union Structure	
10	Establishing the Collective Bargaining Relationship	
11	Establishing the Collective Bargaining Relationship	
12	Union Free Strategies and Tactics	
13	Labor-Management Relationship	
14	Labor-Management Relationship	
15	Case study	

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Course title	ENGLISH ARABIC		CREDI	T UNI	ΓS	
	CODE/NO	CODE/NO	Th.	Pr.	Tr.	TCU
Co-op Training	HR 491	HR 491	-	-	3	3
Prerequisites			Dept. Approval			
The course is offered at [] 1^{st} semester [$$] 2^{nd} semester [] summer			The course is $[\sqrt{\ }]$ required $[]$ elective			

The purpose of this course is to complement basic theoretical knowledge acquired by students with practical applications from the business environment, through cooperation between the academic department and a selected group of business firms and government agencies. Throughout the training program, students will practice to use human resource management practices in real world situations.

Course Objectives:

- 1. Prepare students for working in their field of study at business enterprises.
- 2. Apply, job training at a business organization.
- 3. Provide students an opportunity to apply theoretical and practical training in real job situation.
 - 4. Analyze and apply report writing.
 - 5. 5. Give students an opportunity to practice job ethics.

Scientific Contents:

- 1. There is no theoretical component for this course.
- 2. There will be no formal lectures for this course.
- 3. The course supervisor may prescribe some specialist learning material suitable for job

situations.

4. The training host organization may be required students to undergo specialist training or learning.

Course Outcomes:

By the end of this course, students should be able to:

- 1. Connect the academic studies with the actual practice.
- 2. Handle the practical accounting problems and propose the suitable solution.
- 3. Practice work ethics.
- 4. Acquire practical working skills in their field of study.
- 5. Prepare, write, and present reports.

Assessment Methods:

- 1. Student evaluation during the training by the trainer.
- 2. Evaluating the student's reports by the academic advisor.

TextBook:

There is no textbook for this course.

Supplementary References:

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Time Table for Distributing Theoretical Course Contents		
Week	Subjects For Training	Remarks
1	Co-Op Training	
2	Co-Op Training	
3	Co-Op Training	
4	Co-Op Training	
5	Co-Op Training	
6	Co-Op Training	
7	Co-Op Training	
8	Co-Op Training	
9	Co-Op Training	
10	Co-Op Training	
11	Co-Op Training	
12	Co-Op Training	
13	Reporting	
14	Reporting	
15	Final Report	
Final Exam		