



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	



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
<b>Recruitment, Selection and Retention of Human Resource</b>	HR 302	HR 302	3	-	-	3
Prerequisites		HR251				
The course is offered at [ <input checked="" type="checkbox"/> ] 1 <sup>st</sup> semester [ <input type="checkbox"/> ] 2 <sup>nd</sup> semester [ <input type="checkbox"/> ] summer			The course is [ <input checked="" type="checkbox"/> ] required [ <input type="checkbox"/> ] elective			
<b>Course Description:</b> 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.						
<b>Course Objectives:</b> <div><div></div><div>1. Emphasize the importance of HR recruitment, selection, and retention to the well being of business organizations.</div><div>2. Increase awareness and knowledge regarding recruitment, selection, and retention of organizational workforce.</div><div>3. Introduce tools that can be used for effective implementation of employee recruitment, selection, and retention.</div></div>						
<b>Scientific Contents:</b> <div><div></div><div>1. The nature of staffing.</div><div>2. Planning for human resource recruitment.</div><div>3. Job analysis.</div><div>4. External and internal recruitment.</div><div>5. Selection methods.</div><div>6. Employment.</div><div>7. Retention of human resource.</div></div>						
<b>Course Outcomes:</b> By the end of this course, students should be able to: <div><div></div><div>1. Perform job analysis and write a job description.</div><div>2. Comprehend the effects of legal and social variables on organizational decisions .</div><div>3. Explain the advantages and disadvantages of the different recruitment methods.</div><div>4. Design and perform an interview.</div><div>5. Describe the different test categories used in the selection process.</div><div>6. Identify the content of a job offer, and explain the process of negotiating contracts with new employees.</div></div>						
<b>Assessment Methods:</b> <div><div></div><div>1. Exams.</div><div>2. Participation.</div><div>3. Assignments / Cases.</div><div>4. Projects.</div></div>						
<b>TextBook:</b> Heneman, H. and Judge, “Strategic Staffing”, 6 <sup>th</sup> e ,McGraw Hill; (2009).						
<b>Supplementary References:</b> Phillips, J. and Gully, S., “Staffing Organizations”, 1st\ e, by published , Prentice Hall; (2009).						
Time Table for Distributing Theoretical Course Contents						
Week	Subject					Remarks

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

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS			
			Th.	Pr.	Tr.	TCU
<b>Analysis and Job Design</b>	HR 303	HR 303	3	-	-	3
Prerequisites		HR251				
The course is offered at [ <input checked="" type="checkbox"/> ] 1 <sup>st</sup> semester [ <input type="checkbox"/> ] 2 <sup>nd</sup> semester [ <input type="checkbox"/> ] summer			The course is [ <input checked="" type="checkbox"/> ] required [ <input type="checkbox"/> ] elective			
<b>Course Description:</b> 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.						
<b>Course Objectives</b> 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.						
<b>Scientific Contents</b> -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.						
<b>Course Outcomes</b> 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.						
<b>Assessment Methods:</b> 1- Exams. 2- Participation. 3- Assignments / Cases. 4- Projects.						
<b>TextBook:</b> Madani Alagi., “Human Resource Management”, 3 <sup>rd</sup> e ,Y. khawarizm Academic , (2009).						
<b>Supplementary References:</b> 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		





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		



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		



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		



Time Table for Distributing Theoretical Course Contents		
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		





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

Prerequisites	HR 251	
The course is offered at [ <input checked="" type="checkbox"/> ] 1 <sup>st</sup> semester [ <input type="checkbox"/> ] 2 <sup>nd</sup> semester [ <input type="checkbox"/> ] summer		The course is [ <input checked="" type="checkbox"/> ] required [ <input type="checkbox"/> ] elective
<b>Course Description:</b> 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.		
<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. Explain basic theories, principles, and trends of organizational development and relate them to real life situations.</li> <li>2. Emphasize the role of the organization development practitioners as a change agent.</li> <li>3. Introduce models of organizational change and development, including current practices and techniques.</li> <li>4. Increase awareness and understanding of organizational development as a factor of success in today's business environment.</li> </ol>		
<b>Scientific Contents:</b> <ol style="list-style-type: none"> <li>1. Introduction to organizational development.</li> <li>2. The nature of change.</li> <li>3. The process of organizational development.</li> <li>4. Interventions.</li> <li>5. Special applications of organizational development.</li> <li>6. Future directions in organizational development.</li> </ol>		
<b>Course Outcomes:</b> At the end of this class, students should be able to: <ol style="list-style-type: none"> <li>1. Provide a general understanding of organizational development and emphasize the need for change.</li> <li>2. Describe the dynamics of organizational change.</li> <li>3. Identify symptoms, problems, and causes associated with organizational change.</li> <li>4. Use tools of intervention that will lead to organizational change.</li> <li>5. Differentiate between the role of the consultant and the role of the change agent in the process of organization development.</li> </ol>		
<b>Assessment Methods:</b> <ol style="list-style-type: none"> <li>1. Exams</li> <li>2. Participation</li> <li>3. Assignments / Cases</li> <li>4. Projects</li> </ol>		
<b>TextBook:</b> Cummings T. and Worley, C., "Organization Development and change", 9 <sup>th</sup> e, Cengage Learning, Inc., South-Western, (2008).		
<b>Supplementary References:</b> Brown, D.R., "Experiential Approach to Organization Development", 8 <sup>th</sup> e, Prentice Hall, (2011).		

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

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

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS			
			Th.	Pr.	Tr.	TCU
<b>Human Resource Development</b>	HR 412	HR 412	3	-	-	3
Prerequisites		HR251				
The course is offered at [ <input checked="" type="checkbox"/> ] 1 <sup>st</sup> semester [ <input type="checkbox"/> ] 2 <sup>nd</sup> semester [ <input type="checkbox"/> ] summer			The course is [ <input checked="" type="checkbox"/> ] required [ <input type="checkbox"/> ] elective			

<b>Course Description:</b> 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.		
<b>Course Objectives:</b> <ol style="list-style-type: none"> <li>1. Emphasize human resource development as a field of professional practice.</li> <li>2. Underscore the link between human resource development and organizational goals and strategies.</li> <li>3. Discuss basic theories and recent trends in the field of human resource development.</li> <li>4. Explain the different methods used to satisfy needs related to human resource development.</li> </ol>		
<b>Scientific Contents:</b> <ol style="list-style-type: none"> <li>1. Introduction to human resource development.</li> <li>2. Theory and philosophy in human resource development.</li> <li>3. Human resource development policy and planning.</li> <li>4. Training and development.</li> <li>5. Organization development.</li> <li>6. Advancing human resource development.</li> <li>7. Challenges facing human resource development.</li> </ol>		
<b>Course Outcomes:</b> At the end of this class, students should be able to: <ol style="list-style-type: none"> <li>1. Recognize the role and function of HRD specialist.</li> <li>2. Understand how can an organization fully use the skills and abilities of its employees.</li> <li>3. Identify HRD needs in organizations and propose adequate solutions for them.</li> <li>4. Recognize the various uses of training, education, and career development in the workplace environment.</li> <li>5. Design effective training programs for given performance problems.</li> <li>6. Distinguish between training and non-training solutions for typical performance problems.</li> <li>7. Describe career development and its value to both individual and organizations.</li> </ol>		
<b>Assessment Methods:</b> <ol style="list-style-type: none"> <li>1. Exams.</li> <li>2. Participation.</li> <li>3. Assignments / Cases.</li> <li>4. Projects.</li> </ol>		
<b>TextBook:</b> Wexley, K. and Latham, G., Swanson, R. “Foundations of Human Resource Development”, ; 2 <sup>nd</sup> \ e, Berrett-Koehler Publishers, (2009).		
<b>Supplementary References:</b> and Holton, E., “Developing and Training Human Resource in Organizations”, 3 <sup>rd</sup> \ 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.	

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

Course Title	ENGLISH CODE/NO	ARABIC CODE/NO	CREDIT UNITS			
			Th.	Pr.	Tr.	TCU
<b>Human Resource Information System</b>	HR 413	HR 413	3	-	-	3
Prerequisites		HR251				
The course is offered at [ <input checked="" type="checkbox"/> ] 1 <sup>st</sup> semester [ <input type="checkbox"/> ] 2 <sup>nd</sup> semester [ <input type="checkbox"/> ] summer			The course is [ <input checked="" type="checkbox"/> ] required [ <input type="checkbox"/> ] elective			
<p>Course Description:</p> <p>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.</p>						
<p>Course Objectives</p> <p>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.</p>						
<p>Scientific Contents</p> <p>Basic concepts in management information system:</p> <ul style="list-style-type: none"><li>- System</li><li>- Data and information</li><li>- Management Information System</li><li>-Human resource information system:</li><li>- Components of Human Resource Information System</li><li>- Computerized and manual system in the building of human resource information</li><li>- Areas of use of information system in human resource</li></ul>						
<p>Course Outcomes</p> <p>On completion of this decision, the student will be able to:</p> <p>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.</p>						
<p>Assessment Methods:</p> <ul style="list-style-type: none"><li>1- Exams.</li><li>2- Participation.</li><li>3- Assignments / Cases.</li><li>4- Projects.</li></ul>						
<p>TextBook:</p> <p>Madani Alagi ,”Human Resource Management” , 3<sup>rd</sup> e, Khawarizm Academic , (2009).</p>						
<p>Supplementary References:</p> <p>Noe, Hollenbeck, Gerhart and Wright, ”Human Resource Management”, the McGraw-Hill Companies,(1997).</p>						

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	ENGLISH CODE/NO	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 <input type="checkbox"/> 1 <sup>st</sup> semester <input checked="" type="checkbox"/> 2 <sup>nd</sup> semester <input type="checkbox"/> summer			The course is <input checked="" type="checkbox"/> required <input type="checkbox"/> elective			
<p>Course Description:</p> <p>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.</p>						
<p>Course Objectives</p> <p>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.</p>						
<p>Scientific Contents</p> <ul style="list-style-type: none"> <li>- Recent changes in the international labor market.</li> <li>- Effects on human resource in the global market.</li> <li>- Differences and criteria for the global human resource.</li> <li>- Human resource management from a global perspective.</li> </ul>						
<p>Course Outcomes</p> <p>On completion of this decision, the student will be able to:</p> <p>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.</p>						
<p>Assessment Methods:</p> <ol style="list-style-type: none"> <li>1- Exams.</li> <li>2- Participation.</li> <li>3- Assignments / Cases.</li> <li>4- Projects.</li> </ol>						
<p>TextBook:</p> <p>Noe, Hollenbeck, Gerhart and Wright, "Human Resource Management(Gaining a Competitive Advantage)", the McGraw-Hill Companies,(1997).</p>						
<p>Supplementary References:</p> <p>Noe, Hollenbeck, Gerhart and Wright, " Human Resource Management" , the McGraw-Hill Companies,(1997).</p>						

Time Table for Distributing Theoretical Course Contents		
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		



Time Table for Distributing Theoretical Course Contents		
Week	Subject	Remarks
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	
Final Exam		

Course Title	English Code	Arabic Code	Credit Units			
			Th.	Pr.	Tr.	TCU
<b>Industrial Relations</b>	HR 423	HR 423	3	-	-	3
Prerequisites						
The course is offered at <input type="checkbox"/> 1 <sup>st</sup> semester <input type="checkbox"/> 2 <sup>nd</sup> semester <input type="checkbox"/> summer		The course is <input type="checkbox"/> required <input checked="" type="checkbox"/> elective				
<p>Course Description:</p> <p>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.</p>						
<p>Course Objectives:</p> <p>Upon the completion of the course students will:</p> <ol style="list-style-type: none"> <li>To introduce students to the terminology, history, and models of the US industrial relations system.</li> <li>To provide tools and other resources for students who will be pursuing further instruction and research in industrial relations.</li> <li>Develop skills to handle personnel issue related to their jobs and corporate strategies.</li> </ol>						
<p>Scientific Contents:</p> <ul style="list-style-type: none"> <li>History of Industrial Relations before and after 1930</li> <li>Trade Unions today, their growth strategies and political involvements</li> <li>International industrial relations.</li> <li>Unions Structures</li> <li>Labor Management Relations and collective bargaining.</li> <li>Preparing for negotiations and bargaining issues.</li> </ul>						
<p>Learning Outcomes:</p> <p>The students will be able to:</p> <ul style="list-style-type: none"> <li>Understand role and requirements of trade unions.</li> <li>Handle the concepts and importance of International industrial relations.</li> <li>Understand the deference between personnel management and human resource management</li> <li>Effectively handle issues in Industrial relations.</li> <li>Understanding industrial relations and participate in negotiation process.</li> </ul>						
<p>Assessment Methods:</p> <ul style="list-style-type: none"> <li>Exams</li> <li>Participation</li> <li>Assignments/Cases</li> <li>Projects</li> </ul>						
<p>TextBook:</p> <p>Dr A M Sarma , Industrial Relations- Conceptual and Legal Framework, 8th\ e , Himalaya Publication, ( 2005).</p>						
<p>Supplementary Book:</p> <p>R.Wayne Monday,R. M. Noe,S.R. Premeeux, Human Resource Management, 8<sup>th</sup>e, Prentice Hall, (2002).</p>						

Time Table for Distributing Theoretical Course Contents		
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	
Final Exam		



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		