

## **Human Resources**

### **Course Descriptions<sup>+</sup>**

#### **Course Title: Introduction to Business**

Code: BUS 100

Credits: 3

Pre-requisite(s): None

Description: This course introduces students to the modern world of business. It provides an overview of environmental factors that affect business and the economic systems in which business has survived and thrived. It then focusses on the various functional areas that comprise the modern organisation of today. The ultimate goal is to help students understand where their interests and talents fit in today's job market and what skills they need to develop to get the positions they seek.

#### **Course Title: Mathematics for Management I**

Code: BUS 101

Credits: 3

Pre-requisite(s): None

Description: This course prepares students for the application of mathematical tools, techniques, and principles to the real-world. Topics include linear and quadratic functions, polynomial, exponential and logarithmic function, mathematics of finance, systems of linear equations, and matrices.

#### **Course Title: Mathematics for Management II**

Code: BUS 102

Credits: 3

Pre-requisite(s): BUS 101

Description: This course prepares students for the application of mathematics in a business context. Topics include anti-derivatives, probability, partial derivatives, optimization, economic interpretation, geometric series, and their application to finance, business and economic models.

#### **Course Title: Business Communication**

Code: BUS 116

Credits: 3

Pre-requisite(s): None

Description: This course focusses on written and oral communication in management, with an emphasis on strategies for identifying, analyzing, and solving written and verbal communication problems. Course work is based on academic and professional communication in management.

#### **Course Title: Management Information Systems**

Code: BUS 122

Credits: 3

Pre-requisite(s): None

Description: This course demonstrates how organisations can use information systems to maintain a competitive advantage by improving the efficiency of business processes, reducing costs, and having timely information for business decision-making. Topics such

as systems development, databases, technology trends, and the management of technology are covered. +Courses and their descriptions are subjected to change

**Course Title: Microeconomics**

Code: BUS 133

Credits: 3

Pre-requisite(s): None

Description: This course introduces micro-economic principles, such as consumer demand, producer supply, market structure, and labour market behaviour. Students end the course with a basic understanding of how markets and individual behaviour interact to change prices and supply.

**Course Title: Macroeconomics**

Code: BUS 136

Credits: 3

Pre-requisite(s): BUS 133

Description: This course introduces applied macroeconomics, focusing on recurring issues in the environment in which firms make their decisions. Topics include national accounts, national income determination, economic growth and fluctuations, monetary policy and financial markets, international trade, and finance.

**Course Title: Principles of Marketing**

Code: BUS 205

Credits: 3

Pre-requisite(s): None

Description: This course focusses on marketing as a customer-centered activity in which organisations create mutually beneficial exchanges between the organisation and customers. It provides a solid overview of factors to be considered in developing products and services for a market, in making products and services available to customers, in selecting tools to promote products and services, and in pricing products and services to sell.

**Course Title: Statistics I**

Code: BUS 211

Credits: 3

Pre-requisite(s): BUS 102

Description: The first course in Statistics introduces the student to the basic concepts of inferential and official statistics. Concepts are developed through studying statistical methods that can be used in business decision-making. The course emphasizes applications, spreadsheet modeling, and the art of decision-making in a managerial setting.

**Course Title: Statistics II**

Code: BUS 212

Credits: 3

Pre-requisite(s): BUS 211

Description: The second course in Statistics introduces the student to more of the basic concepts of inferential and official statistics. These concepts are developed by studying statistical methods that can be applied in business decision-making. The course emphasizes applications, spreadsheet modeling, and the art of decision-making in a managerial setting.

**Course Title: Financial Accounting I**

Code: BUS 215

Credits: 3

Pre-requisite(s): None

Description: This course offers the fundamentals of accounting. It introduces fundamental accounting principles, the rules of debit and credit, and the preparation of financial statements. It also examines the Generally Accepted Accounting Principles, financial transaction recording, financial statement preparation, and financial returns analysis.

**Course Title: Financial Accounting II**

Code: BUS 216

Credits: 3

Pre-requisite(s): BUS 215

Description: This course offers a more detailed look at financial statement accounts and the interpretation of these accounts. It explores international presentation and measurement and the movement towards a common reporting method. The course also takes a brief look at current issues in publicly traded companies.

**Course Title: Introduction to Finance**

Code: BUS 221

Credits: 3

Pre-requisite(s): BUS 215

Description: This course provides an in depth coverage for the fundamental topics of Financial Management which includes Financial Management Goals, Investment Appraisal (including discussion of Cost of Capital), Sources of Finance, Working Capital Management and Cash Management.

**Course Title: Organisational Behaviour**

Code: BUS 225

Credits: 3

Pre-requisite(s): None

Description: This course discusses organisational behaviour by identifying individual motivation and communication and group dynamics in problem solving, decision-making, and work structuring. It also examines organisational structure.

**Course Title: Managing Human Resource**

Code: BUS 226

Credits: 3

Pre-requisite(s): None

Description: This course focusses on human resource management and its role as an essential factor in an organisation's success. It introduces the student to human resource management practices and the roles and responsibilities that human resource professionals have in the organisation. The goal of the course is to provide practical experience for the student in addressing issues and solving problems that arise in a human resource department.

**Course Title: Research Methods**

Code: BUS 300

Credits: 3

Pre-requisite(s): BUS 212

Description: This course aims at providing students with broad knowledge and understanding of the principles and practices in conducting research. It focuses on the use of a range of different research methods in order to successfully undertake a dissertation or a research project. This encompasses the understanding and application of appropriate research designs, research statistics, and the use of the computer for data analyses, and report writing and presentation.

**Course Title: Entrepreneurship**

Code: BUS 302

Credits: 3

Pre-requisite(s): BUS 100, BUS 205, BUS 221

Description: This course focusses on the period ranging from the conception of a business idea to its first two years of operation. It explores idea generation and validation in the marketplace, methods of financing, corporate structure, strategy, and survival.

**Course Titles: International Business**

Code: BUS 310

Credits: 3

Pre-requisite(s): BUS 100, BUS 136

Description: This course analyzes the economic and political aspects of the global business environment and how they impact firms. The course studies international trade theory, trade policies and investment, diverse organisational structures, international monetary and financial systems, and environmental issues that affect global business.

**Course Title: Management Accounting**

Code: BUS 315

Credits: 3

Pre-requisite(s): BUS 216

Description: This course focusses on understanding accounting information that is used by management as a planning and decision-making tool. The fit between accounting information and strategy is highlighted, with a focus on costing, cost related behaviour, and break-even analysis.

**Course Title: Islamic Business Studies**

Code: BUS 320

Credits: 3

Pre-requisite(s): None

Description: This course examines specific Islamic business issues as well as Islamic practices and the underlying beliefs that help to define these practices. The course emphasizes key principles of management from an Islamic point of view and includes Islamic ethics as it applies to daily business events.

**Course Title: Operations Management**

Code: BUS 325

Credits: 3

Pre-requisite(s): BUS 211

Description: This course provides an introduction to decisions and trade-offs associated with the production of goods and services. Topics include technology planning, control issues, manufacturing design, and management of new technology and service operations.

**Course Title: Commercial Law**

Code: BUS 330

Credits: 3

Pre-requisite(s): None

Description: This course provides students with a clearer understanding of how the legal world around them operates. It introduces legal reasoning and provides a basic understanding of the judicial process and how the law affects society and the business world. Students learn to recognize potential legal problems and how to avoid or resolve them.

**Course Title: Internship**

Code: BUS 399

Credits: 3

Pre-requisite(s): after earning 66 credits

Description: This course provides students with the opportunity to apply theoretical principles learned in class to “real life” professional situations and to understand the transition from academic to professional life. The internship is approximately 120 to 180 hours in duration.

**Course Title: Strategic Management**

Code: BUS 401

Credits: 3

Pre-requisite(s): BUS 205, BUS 310

Description: This course explores managing strategy. It focusses on how to experiment, probe, and learn from experience to generate knowledge and expertise to serve company purposes.

**Course Title: Cross Cultural Management**

Code: INB 340

Credits: 3

Pre-requisite(s): BUS 310

Description: This course studies cross-cultural awareness and communication skills necessary to manage in multicultural organisations. Focus is placed on the relationship between cultural values and communication style as they affect inter- and intra-cultural

communication between managers, personnel, and clients of multinational and multicultural organizations.

**Course Title: Managing Change**

Code: HUR 381

Credits: 3

Pre-requisite(s): BUS 225

Description: This course examines organisational change theory and techniques. It focusses on initiatives in organisational change and redesign in contemporary business organisations. A simulation module provides hands-on experience in the outcomes of redesign.

**Course Title: Negotiation and Conflict Resolution**

Code: HUR 382

Credits: 3

Pre-requisite(s): BUS 225

Description: This course provides frameworks to effectively negotiate and solve conflicts in business and interpersonal relationships.

**Course Title: Labour Law and Policies**

Code: HUR 420

Pre-requisite(s): BUS 226, BUS 330

Description: Labour law governs all aspects of relationships between employer and employee. In the Gulf region, as in other jurisdictions, labour law follows certain international standards as defined by the International Labour Organisation (ILO) and relevant regional labour organisations and institutions. The course focusses on the application of the laws in service contracts, children and women's rights, wages and other entitlements, working hours and vacations, end-of-service benefits, accidents and workers compensation, and dispute settlement.

**Course Title: Leadership**

Code: HUR 421

Credits: 3

Pre-requisite(s): HUR 381, HUR 382

Description: This course focusses on one aspect of management, leadership and modern leadership theory. Topics include assessing leadership skills, developing the ability to formulate a vision, having the courage to lead, and developing effective leadership skills.

**Course Title: Organisational Design**

Code: HUR 422

Credits: 3

Pre-requisite(s): INB 340

Description: This course focusses on designing an organisation to match the firm's overall business strategy. It also covers redesigning the organisation and its processes as business strategy and market needs change.

**Course Title: Compensation Management**

Code: HUR 423

Credits: 3

Pre-requisite(s): HUR 420

Description: This course discusses compensation policies and practices consistent with motivational theories within a multinational corporate environment. Topics include designing job evaluation systems, evaluating salary structures and performance-based pay, and understanding legal issues concerning pay equity.

**Course Title: Personnel Recruitment and Retention**

Code: HUR 424

Credits: 3

Pre-requisite(s): INB 340, HUR 420

Description: This course focusses on hiring and de-hiring employees to get the right match for jobs and company culture within a multinational corporate environment. It includes manpower planning, recruiting, selection, placement, orientation, layoffs, firing, and retirement.

**Course Title: Training and Development**

Code: HUR 425

Credits: 3

Pre-requisite(s): HUR 381, HUR 421

Description: A fundamental responsibility of a human resource department is staff development. This course provides a systematic view of the training and development function of HR within a multinational corporate environment. It includes the conceptualization, planning, design, implementation, and evaluation of training and career development programmes.

**Course Title: Coaching and Mentoring**

Code: HUR 426

Credits: 3

Pre-requisite(s): HUR 421

Description: This course offers individuals the opportunity to develop their critical thinking as well as abilities to establish rapport, develop listening skills and the ability to respond to issues raised by customers, peers and others. The course aims at enabling students to impact on their own skills as individuals, as well as in teams leading on cultural and organizational change. In addition, the course offers the students the opportunity to maximize their potential with their professional life or even achieve greater balance with their work and lives.

**Course Title: Managing Teams (Major Elective)**

Code: HUR 427

Credits: 3

Pre-requisite(s): HUR 421

Description: This course presents the principles of team processes and effectiveness in organisational settings. It focusses on the theoretical development of group dynamics and team effectiveness and the practical strategies for successful management of these teams.

**Course Title: Contemporary Topics in Human Resource Development (Major Elective)**

Code: HUR 428

Credits: 3

Pre-requisite(s): INB 340

Description: This course covers modern trends and topics in the development of human capital. It uses the latest business books and research articles as a basis for discussion.

**Course Title: Labour Economics (*Major Elective*)**

Code: INB 448

Credits: 3

Pre-requisite(s): BUS 136, BUS 221

Description: Manpower is a key resource and an important factor in production of goods and services. Skilled manpower is an asset for a country while unskilled manpower creates a burden and contributes very little to GDP. This course focusses on transforming unskilled manpower into skilled manpower to create gainful employment opportunities at home and abroad. The course explores increasing labour productivity through training, need-oriented skill development, and capital goods per person expenditures. This win-win situation rewards both employees and the employers.