

# Diploma in Human Resources Management

## Program Goals:

Human Resources Management Diploma program aims to:

1. Introduce students to the principles, fundamentals and concepts of human resources management, environment, functional structures and their importance in achieving the strategic objectives of the organization
2. Introduce students to the procedure of how individuals work in organizations' management, their motivation, group dynamics and characteristics of leadership.
3. Introduce students to the human resources planning process and the process of identifying the workforce needs.
4. Familiarize student with the recruitment procedures, methods of performance appraisals, motivation tools and labor laws.
5. Familiarize student with the methods of preparation and design of wages, salaries and benefits planning and compensation of employees.
6. Familiarize student with training, developing and building the skills and capabilities of the human staff.
7. Enable students to use employee information systems.

## Program outcomes:

Upon the completion of the requirements of this program, graduates will be able to:

- A. Identify the basis, the principles and the concepts of human resources management, labor legislation, employment, retirement and the importance of human resources in the achievement of the strategic objectives of the organization.
- B. Acknowledge the facts and theories relevant to human resources that help in solving problems and facing difficulties in the work.
- C. Apply the methods and techniques of human resources strategic planning, determine the future needs of the workforce and methods of training and developing the skills of workers according to the needs of departments and units of the organization.
- D. Use the scientific methods and information technology to analyze various human resources management situations that have an impact on decision-making.
- E. Coordinate and monitor the implementation of tasks related to human resources management.
- F. Make Decisions and work with teams effectively.
- G. Improve their self-development capabilities while exerting professional ethics.

## **Graduate career opportunities**

Careers include work as: assistant managers, administrative assistants in different fields such as, wages and salaries management, training and organizational development, recruitment and staffing, administrative affairs, Labor Law and Social Security affairs.

## Program Overview:-

The program of Human Resources Management exposes students to a variety of modern subjects in which they have to complete 72 credit hours, 45 hours of which are devoted to the Human Resources Management major. The allocation of the credit hours is shown in the following table:

	<b>UR</b>	<b>CR</b>	<b>PR</b>	<b>Total</b>
<b>Mandatory Credits</b>	18	9	39	66
<b>Elective Credits</b>	-	-	6	6
<b>Total</b>	18	9	45	72

### **Study plan for Human Resources Management program**

<b>University Requirements (18 Credit Hours)</b>					
<b>Course Code</b>	<b>Course Name</b>	<b>Cr.Hrs</b>	<b>Theory</b>	<b>Practice</b>	<b>Preq.</b>

1211212	Islamic Culture	3	3	-	None
1211146	History of Sciences among Muslims	3	3	-	None
1211111	Communication Skills in Arabic	3	3	-	None
1203110	Introduction to Information Technology	3	2	2	None
1204114	Man and the Environment	3	3	-	None
1211147	Introduction to Psychology	3	3	-	None
<b>Total</b>		<b>18</b>	<b>17</b>	<b>2</b>	

<b>College Requirements (9 Credit Hours)</b>					
<b>Course Code</b>	<b>Course Name</b>	<b>Cr.Hrs</b>	<b>Theory</b>	<b>Practice</b>	<b>Preq.</b>
1202111	Principles of Management	3	3	-	None
1211145	Eng. for Special Purposes (HR)	3	3	-	None
1211125	Foundation of Math. & Statis.	3	3	-	None
<b>Total</b>		<b>9</b>	<b>9</b>	<b>0</b>	

<b>(Compulsory Program Requirements (39 Credit Hours))</b>					
<b>Course</b>	<b>Course Name</b>	<b>Cr.Hrs</b>	<b>Theory</b>	<b>Practice</b>	<b>Preq.</b>
1202123	Principles of Accounting	3	3	-	None
1202191	Principles of Economics	3	3	-	None
1202193	Self-Development & Soft Skills	3	2	2	None
1202216	Small Project Management	3	3	-	1202111
1202169	Job Analysis and Design	3	2	2	1202161
1202114	Organizational Behavior	3	3	-	None
1202161	Fundamentals of Human Resource Management	3	3	-	1202111
1202262	Planning and Attracting Human Resources	3	3	-	1202161
1202263	Principles of Labor Law and Social Security	3	3	-	None
1202265	Information Syst. In Human Res**	3	2	2	1202161+1203110
1202264	Measuring and Assessing Job Performance*	3	2	2	1202161
1202266	Preparation and Design of Incentives and Remuneration systems *	3	3	-	1202161
1202167	Training and Development of Human Resources	3	3	-	1202161
1212296	Field Training	0	-	-	54 credit hours accomplished
<b>Total</b>		<b>39</b>	<b>35</b>	<b>8</b>	
**the course taught completely in English			*30% of the course taught in English		

<b>Elective Program Requirements (6 Credit Hours)</b>					
<b>Course #</b>	<b>Course Name</b>	<b>Cr.Hrs</b>	<b>Theory</b>	<b>Practice</b>	<b>Preq.</b>
1202213	Financial Management	3	3	-	1202121+ 1202111
1202260	Managing Human Relations	3	3	-	None
1202238	Public Relations	3	3	-	None
1212213	Principles of Business Law	3	3	-	None
<b>Total</b>		<b>6</b>	<b>6</b>		

### Study plan for Human Resources Management program

1<sup>st</sup> Year

1 <sup>st</sup> semester				2 <sup>nd</sup> semester			
Cr.Hrs	Course Type	Course Name	Course #	Cr.Hrs	Course Type	Course Name	Course #
3	UR\C	Eng. for Special Purposes HR	1211145	3	CR\C	Communication Skills in Arabic	1211111
3	UR\C	Introduction to Information Technology	1203110	3	UR\C	History of Sciences among Muslims	1211146
3	UR\C	Introduction to Psychology	1211147	3	CR\C	Foundation of Math. & Statis.	1211125
3	PR\C	Principles of Accounting	1202122	3	PR\C	Fundamentals of Human Res. Man	1202161
3	PR\C	Principles of Economics	1202191	3	PR\C	Self-Development & Soft Skills	1202193
3	CR\C	Principles of Management	1202111	3	PR\C	Organizational Behavior	1202114
<b>18</b>	<b>Total</b>			<b>18</b>	<b>Total</b>		

2 <sup>nd</sup> Year							
3 <sup>rd</sup> semester				4 <sup>th</sup> semester			
Cr.Hrs	Course Type	Course Name	Course #	Cr.Hrs	Course Type	Course Name	Course #
3	UR\C	Man and the Environment	1204114	3	UR\C	Islamic Culture	1211212
3	PR\C	Job Analysis and Design	1202169	3	PR\C	Measuring and Assessing Job Performance	1202264
3	PR\C	Prin. of Labor Law and Social Security	1202263	3	PR\C	Preparation and Design of Incentives and Remuneration systems	1202266
3	PR\C	Planning & Attracting HR	1202262	3	PR\C	Training & Develop. of Human R	1202167
3	PR\C	Small Project Management	1202216	3	PR\C	Information Syst. In Human Res.	1202265
3	PR\E	Elective		3	PR\E	Elective	
<b>18</b>	<b>Total</b>			<b>18</b>	<b>Total</b>		

**Field Training (6 weeks in the summer)**

Course Types:

UR\C: University Requirement: Compulsory  
PR\E: Program Requirement: Elective

College Requirement: Compulsory:CR\C  
PR\C: Program Requirement: Compulsory