

## **BBA General Education Courses**

### **CIS 101: Computer Fundamentals**

Credit Hours: (2-2:3)

Prerequisite: None

This course offers students exposure to basic personal computer operation and commonly-used programs. Included is familiarization with and practical use of word processing, spreadsheet, database, presentation, and personal information management software.

### **ENG 101: English I**

Credit Hours: (3-0:3)

Prerequisite: None

This course is designed to instruct college students in how to read academic texts with understanding and how to use them in a variety of disciplines. The rhetoric chapters teach critical reading, paraphrasing, summarizing, quoting, writing process, synthesizing, analyzing, researching, and developing arguments. The anthology balances journal articles with works by public intellectuals in the sciences, social sciences and humanities.

### **ENG 102: English II**

Credit Hours: (3-0:3)

Prerequisite: ENG 101

This course prepares and familiarizes students with the principles of clear, concise writing in a technical environment for specific discourse communities. Technical writing conventions such as headings, illustrations, style, and tone in the writing of a variety of letters, emails and reports will be considered.

### **ENV 201: Environmental Science**

Credit Hours: (3-0:3)

Prerequisite: None

This interdisciplinary approach to our world emphasizes the history of environmental concerns, species interaction (both with each other and their environment), air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other related topics. Basic principles of science are incorporated throughout the course.

### **HUM 101: Critical Thinking**

Credit Hours: (3-0:3)

Prerequisite: None

This course explores the process of thinking critically and helps students think more clearly, insightfully, and effectively. Relevant examples drawn from student experiences and contemporary situations help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career, and personal lives. The course includes substantive readings, structured writing assignments, and ongoing discussions designed to help students develop language skills while fostering sophisticated thinking abilities.

**MTH 101: College Mathematics**

Credit Hours: (3-0:3)

Prerequisite: None

This course provides a sound, intuitive understanding of the basic concepts students need as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear and non-linear systems, graphing of conic sections, along with single variable calculus, which includes: limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

**REL 201: Islamic Studies**

Credit Hours: (3-0:3)

Prerequisite: None

This course introduces Islam as the universal civilization which contributes to the progress of human life, to counter and to reject all false accusations toward Islam and its components, to inculcate and enhance the high quality of virtue in the daily lives of Muslims, so that a comprehensive, balanced, and prosperous life can be achieved.

**SOC 101: Introduction to Sociology**

Credit Hours: (3-0:3)

Prerequisite: None

This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.

**SSS 101: Study Skills**

Credit Hours: (3-0:3)

Prerequisite: None

This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, computer literacy, creativity, critical thinking, presentation skills, and overall literacy.

**UAE 201: UAE Studies**

Credit Hours: (3-0:3)

Prerequisite: None

This course presents the foundations of United Arab Emirates society with special emphasis on the historical, social, economic, political, and cultural aspects.

## **BBA Core Courses**

### **ACC 101: Accounting I**

Credit Hours: (3-0:3)

Prerequisite: None

The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.

### **ACC 202: Managerial Accounting**

Credit Hours: (3-0:3)

Prerequisite: ACC 101

The course will provide a study of the role of the management accountant in the preparation, analysis, and interpretation of accounting and financial data for business management purposes.

### **BUS 101: Introduction to Business**

Credit Hours: (3-0:3)

Prerequisite: None

Provides first-year students with an understanding of business systems and guides them to the field of business, including business organization, operation, and management.

### **BUS 102: Business Statistics**

Credit Hours: (3-0:3)

Prerequisite: MTH 101

Business Statistics is the science of collecting, organizing, and summarizing data to provide information, stated in numerical form, for the purpose of making objective business decisions. Topics include methods of sampling, classifying, analyzing, and presenting numerical data; frequency distribution, averages, dispersion, times series analysis, correlation, and forecasting for business purposes.

### **BUS 201: Business Communication**

Credit Hours: (3-0:3)

Prerequisite: None

The primary forms of communication used in business organizations today. A variety of strategies along with some of the technologies which support effective business communication.

### **BUS 202: Business Ethics**

Credit Hours: (3-0:3)

Prerequisite: None

Traditional ethical theories and how they apply to business. The course provides an understanding of how ethical issues in business arise, and some strategies to control or resolve them.

### **BUS 301: Business Research Methods**

Credit Hours: (3-0:3)

Prerequisite: ECO 201

The course is designed to introduce the business research process where students learn to understand managerial problems and formulate research questions and hypotheses. Students gain insight into choosing the right research design, construction of research instruments, sampling, both qualitative and quantitative data collection, data analysis, and report presentation.

**BUS 302: Business Law**

Credit Hours: (3-0:3)

Prerequisite: ECO 201

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, and how court systems operate. Students learn ways to apply ethical issues and laws covered to selected business decision-making situations.

**BUS 401: Business Policy and Strategy**

Credit Hours: (3-0:3)

Prerequisite: None

The course offers the most recent theories and current practices in strategic management. The development and implementation of strategies in various areas of business activity such as finance, sourcing, production, human resource management, marketing, and international business.

**ECO 201: Microeconomics**

Credit Hours: (3-0:3)

Prerequisite: None

An introduction to the analysis of the principles and problems at the microeconomic level. This course elaborates on the theories of demand and supply along with the various types of elasticity. It discusses the costs of production and the profit maximization for an individual firm under varying degrees of competition, pricing, and the deployment of resources.

**ECO 202: Macroeconomics**

Credit Hours: (3-0:3)

Prerequisite: None

Students will gain an understanding of the analysis of principles and problems at the macroeconomic level. The course examines the public and private sectors, national income, unemployment, inflation, income distribution, and fiscal and monetary policies as they relate to the economy..

**FIN 301: Financial Management**

Credit Hours: (3-0:3)

Prerequisite: ECO 201

Introduces the tools and concepts employed in financial management for individuals. Topics include analysis of investment alternatives, tax minimization strategies, tax shelters, risk analysis, employee benefits, retirement and estate planning.

**MGT 302: Management and Organizational Behavior**

Credit Hours: (3-0:3)

Prerequisite: ECO 201

An overview of the major functions of management. Emphasis on planning, organizing, staffing, leading, and controlling. It provides balanced coverage of all the key elements comprising the discipline of Organizational Behavior in a style that students will find both informative and interesting

**MGT 303: Management Information Systems**

Credit Hours: (3-0:3)

Prerequisite: CIS 101; ECO 201

The course provides an overview of Management Information Systems (MIS) in business. It provides students with a framework for the uses information technology in business. Topics include MIS concepts, software, databases, information systems (IS), the strategic use of IS, the development of IS, and social and ethical issues associated with MIS.

**MGT 304: International Management**

Credit Hours: (3-0:3)

Prerequisite: ECO 201

The activities of globalizing companies, including resource development, overseas operations and management, international management styles, and global strategies. Emphasis on theoretical analysis, with particular focus given to in-depth case study analyses of international strategies.

**MGT 402: Operations Management**

Credit Hours: (3-0:3)

Prerequisite: BUS 102

This course Introduces students to the dynamic field of Operations Management. Converting inputs into outputs through established processes. The principles of management are key factors along with concepts of distribution, project management, quality assurance, and lean manufacturing. Includes several practical exercises to enhance skills.

**MKT 302 Principles of Marketing**

Credit Hours: (3-0:3)

Prerequisite: BUS 101

The relationship between the firm and its customers and the other members of the distribution channel. The marketing functions of an organization, environmental factors influencing marketing decisions, the discovery of market opportunities, development of marketing strategy and marketing programs.

## **BBA Specialization Courses (Human Resource Management )**

### **HRM 201: Human Resource Management**

Credit Hours: (3-0:3)

Prerequisite: BUS 101

This course focuses on the role of Human Resource Management and how it contributes to the organization's success. The important feature of this course is to specify the areas of contact between operating managers and the HR unit. Managing diversity, equal employment opportunity, job analyses, recruiting, training, compensation, and employee health, safety, and security are all demonstrated in this course. It also links the most important concepts with case analysis.

### **HRM 301: Staffing Organizations**

Credit Hours: (3-0:3)

Prerequisite: HRM 201

This course provides a comprehensive staffing model. Components include staffing models and strategy, staffing support systems such as legal compliance and job analysis, core staffing systems such as recruitment, selection, and placement. Students will have the opportunity to practice in key staffing activities and decision making and greater opportunity for in-depth analysis and skill building.

### **HRM 302: Employee Training and Development**

Credit Hours: (3-0:3)

Prerequisite: HRM 201

Successful training efforts relate to all business goals and strategies. This course gives students a strategic perspective about training and how it relates to the organization. It also provides students with a solid background in the fundamentals of training and development such as needs assessment, transfer of training, learning environment design, methods, and evaluation.

### **HRM 303: Career Management**

Credit Hours: (3-0:3)

Prerequisite: HRM 201

This course focuses on the essential views of careers and career management. The model of career management presents the active problem-solving approach to work life and how people can collect information, gain insights into themselves and their environment, and develop appropriate goals and strategies to obtain useful feedback regarding their efforts. Topics in this course include career context and stages, models, applications, occupations, job stress, and career strategic planning.

### **HRM 350: Performance Management and Total Rewards** Credit Hours: (3-0:3)

Prerequisite: HRM 201

This course introduces a comprehensive approach to performance management and total rewards. Students learn the performance management process step-by-step and design, develop, and implement the process including total rewards and benefit systems to attract and retain talented employees. Topics in this course include performance management contributions, strategic planning measures, implementing performance management systems, skills, reward systems, pay models, compensation systems, incentives, benefits, and legal issues.

**HRM 351: Occupational Safety and Health**

Credit Hours: (3-0:3)

Prerequisite: HRM 201

This course provides practical information regarding technology, management, and regulatory compliance issues, covering crucial topics like organizing, staffing, directing, and evaluating occupational safety programs and procedures. Students will learn how to comply with safety-related laws according to the UAE Civil Defense policies and procedures. Finally, students learn the risk factors that contribute to workplace violence, hazardous materials, construction, and transportation safety.

**HRM 352: Quality of Work Life**

Credit Hours: (3-0:3)

Prerequisite: HRM 201

This course focuses on the work environment and work climate that are vital to businesses. Management cannot expect high quality and productivity if the work environment is not also of a high standard. This is one dimension of work life quality that affects the quality of human capital. The wellness of our people is a moral obligation and the dignity and needs of the workforce demand excellence in total care, occupational safety, and human resource development.

**HRM 402: Employment Law: Theory and Regulations**

Credit Hours: (3-0:3)

Prerequisite: BUS 302, HRM 201

This course focuses on the laws that govern the relationship between employers and employees in the workplace. Students will learn how the status of an employer or employee influences the rights and obligations of each. Students will also analyze case law, legislation, and legal systems that have evolved to combat social injustice in the workplace. By reading the textbook, case studies, and written assignments, students will tackle various issues facing employers and employees in the workplace. Topics include; the regulation of employment, employee's right to privacy, labor law, the regulation of discrimination in employment, and more.

**HRM 403: Global Workforce Management**

Credit Hours: (3-0:3)

Prerequisite: HRM 201, MGT 304

This course provides the concepts, tools, and techniques that are needed to effectively manage an internationally diverse workforce. It also focuses on the roles and activities of the HR department in managing a global workforce. Students explore ways to manage the cultural and ethnic differences that occur as a result of international global diversity.

**HRM 404: Applying Employment Law in the Workplace**

Credit Hours: (3-0:3)

Prerequisite: HRM 402

This course focuses on the laws that govern the relationship between employers and employees in the UAE. Students will be introduced to employment and labor laws in the UAE. Students will also develop the skills to analyze both case law and legal systems in the workplace. Topics include: the regulation of employment, employee privacy, UAE labor law, and regulating discrimination in employment, among others.

**HRM 410: Leadership and Organization Development**      **Credit Hours: (3-0:3)**

Prerequisite: HRM 350

This course focuses on leadership approaches to the change process to enhance managerial effectiveness in formal organizations. This course also focuses on different perspectives of organization development (OD) to create interpersonal, group, organizational development. Students will learn a wide variety of interventions from those involving basic human processes to those requiring planning at the strategic level and leadership roles.

**HRM 411: Special Topics in HRM I**      **Credit Hours: (3-0:3)**

Prerequisite: HRM 302

This course includes special topics in current developments within the field of human resource management, namely assessing and managing conflict, and negotiation. Students will explore assessing and managing conflict in the workplace. This course will also cover various methods for handling conflict and consider how students might apply them to both hypothetical and real-life conflicts.

**HRM 412: Special Topics in HRM II**      **Credit Hours: (3-0:3)**

Prerequisite: HRM 403

This course includes special topics in current developments within the field of human resource management, namely diversity in organizations and legislation. This course focuses on theoretical ideas about diversity in organizations, legislation that affects it, and explores the challenges and opportunities of the increasingly diverse workforce emerging in the world. Students will learn how to develop the necessary skills to work with other people from different backgrounds.

**HRM 495: Internship (HRM)**      **Credit Hours: (3-0:3)**

Prerequisite: 90 credit hours of coursework

This course offers students the chance to gain firsthand experience in an actual Human Resource Management workplace environment. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between the routines of college life and life in the working world.

**HRM 499: Capstone-Strategic HRM**      **Credit Hours: (3-0:3)**

Prerequisite: HRM 403

This is a capstone course. Students will be equipped with the skills needed to learn, analyze, and communicate critical HRM strategic activities to senior management. Students will explore concepts, approaches, tools, models, and techniques used to develop effective strategic plans. Topics include; strategic planning, the strategic role of HRM, design and redesign of work systems, and other strategic HRM activities. Students will produce a Strategic HRM research project.



