

Course Syllabus For Human Resources Management Department

School Year	Name of course
First Year	Principles and functions management
First Year	Theories of management
Second Year	Managerial Organization
Second Year	Human Resource Management
Third year	Organizational behavior
Third year	Social responsibility and business ethics
Fourth year	Employment Management
Fourth year	Training and Development (T&D)
Fourth year	Managerial leadership
Fourth year	Knowledge management and Intellectual capital
Fourth year	Team work and conflict management
Fourth year	Career path
Fourth year	Managing Small and Medium Enterprises
Fourth year	Strategic Management
Fourth year	Quality Management
Fifth year	Strategic Human Resource Management (SHRM)
Fifth year	New trends in Human Resource Management
Fifth year	Organizational and administrative Psychology
Fifth year	Cross-cultural Management
Fifth year	Public Administration

Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Principles and functions management
Academic Year :	First Year
Number of hours :	4 hours
Course's Goal :	This course aims to make student familiar with the principles of Management at business organizations, as well as make student to know administration's functions which lead companies and organizations to success, by focusing on practice in the local environment

Course's contents:

- Introduction
 - Development of Management theory
 - Kind of properties at business
 - The main Functions :
 - Planning
 - organizing
 - Leadership & Motivation
 - Controlling
 - Communications
 - Decisions make and take
 - Employment
 - The main department at organization :
 - HR management
 - Financial management
 - Marketing
 - Operational management
 - principles of management
 - The reflection of Globalization on management
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Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Theories of management
Academic Year :	First Year
Number of hours :	4 hours
Course's Goal :	This course gives students an idea about the evolution of the field of management and aims to make student familiar with the theories of management and its applications in the organizations.

Course's contents :

- Introduction
 - Development of Management
 - Theories of management
 - Scientific Management theory
 - Administrative theory
 - The theory of bureaucracy
 - Human relations theory
 - Behavioral management theory
 - Theory of X and Y
 - Management science theory
 - The open-systems view
 - Contingency theory
 - Management by objectives
 - Japanese management
 - Total quality Management
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Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Managerial Organization
Academic Year :	Second Year
Number of hours :	4 hours
Course's Goal :	<p>This course will equip students with an understanding of organizational concepts and improve their ability to draw on their knowledge and experience to effectively deal with organizational dilemmas in today's challenging business environment. Specifically, the course aims to:</p> <ol style="list-style-type: none">1. increase understanding of the basic principles of organizational structure and design2. raise awareness of dilemmas that face organizations (e.g., decision-making under uncertainty, conflict management, power and politics, etc.)

Course's contents :

- Introduction
 - Principles of organization
 - Organization design
 - Types of structures
 - Organizational responsibilities and authorities
 - Organization cycle life
 - Organizational development
 - Resistance of organizational development
 - Organizational change
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Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Human Resource Management
Academic Year :	Second year
Number of hours :	4 hours
Course's Goal :	<ul style="list-style-type: none">• Understand managerial roles in human resource affairs;• Understand HRM approaches to staffing, performance, compensation, and strategic issues;• Develop a clear understanding of the specific functions and activities of HRM by analyzing real life business problems/issues;• Provide knowledge of contemporary issues and practical techniques associated with effective practice of HRM.

Course's contents :

- Introduction and Background of Human Resource Management: Nature, Definition and Challenges
 - Understanding the External and Organizational Environments
 - Job Analysis and Design
 - Human Resource Planning
 - Recruiting Employees
 - Selecting Employees Orientation and Employees Training
 - Management and Organizational Development
 - The Organizational Reward System
 - Career Development
 - Employee Safety and Health
 - International Human Resource Management
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Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Organizational behavior
Academic Year :	Third year
Number of hours :	4 hours
Course's Goal :	This course aims to provide students with Suitable Abilities, Knowledge, and Skills to understand employees behavior, Predicting, and effecting to maximize effectiveness and efficiency

Course's contents :

- Introduction to OB
 - Individual behavior (Values, Personality, Perception, Learning, And Attitudes in organizations)
 - Team work processes (Team dynamic,
 - Conflict management
 - Leadership)
 - Organizational processes
 - Organizational structure
 - Organizational culture and Organizational change)
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Course Syllabus

Scientific Department:	HRM Department
Course's Title:	Social responsibility and business ethics
Academic Year :	Third year
Number of hours :	2 hours
Course's Goal:	This course aims to provide students with the basic concepts in the domains of corporate social responsibility and business ethics, and how they influence the enterprise performance and the society and the environment.

Course's contents :

➤ Social responsibility:

- Concept, types and fields
- Accounting and social responsibility
- Social responsibility and ethics in small and medium enterprises
- Social responsibility and ISO 26000

➤ Business ethics:

- Concept, sources and principles
 - Ethical decision
 - Effect of business ethics on the enterprise performance
 - Governance
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Course Syllabus

Scientific Department :	HRM Department
Course's Title:	Employment Management
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal :	This course aims to make student familiar with HR planning, employee's selection, motivation, and rewards.

Course's contents :

- HR Planning
 - Analysis and design job descriptions
 - Recruitment, Selection, Employment
 - Recruitment
 - Selection
 - Employment
 - Compensation and reward
 - Motivation Theories
 - Jobs evaluation
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Course Syllabus

Scientific Department : HRM Department

Course's Title: Training and Development (T&D)

Academic Year : Fourth year

Number of hours : 4 hours

Course's Goal :

- Understand managerial roles in human resource affairs;
- Understand HRM approaches to staffing, performance, compensation, and strategic issues;
- Develop a clear understanding of the specific functions and activities of HRM by analyzing real life business problems/issues;
- Provide knowledge of contemporary issues and practical techniques associated with effective practice of HRM. Understand the nature and importance of training and development and identify the various inputs that should go into any such program;
- Provide an overarching model of the training process, with a more detailed model of each phase of the process;
- Understand the need for and the ways of training

Course's contents:

- Training in organizations
 - Needs Analysis
 - Training design
 - Traditional training methods
 - Computer-Based training
 - Development and implementation of training
 - Evaluation of training
 - Employee and management development
 - Key areas of organizational training
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Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Managerial leadership
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	This course aims to define leadership concept, and provides knowledge and skills for pupils to make leaders, and empowering second staff of managerial leaders

Course's contents :

- Historical perspectives of leadership
 - Leadership concept and development
 - Leadership Theories and Approaches
 - Leadership and cultural diversity
 - Leadership and Gender
 - Leadership Ethics
 - Leadership Illness
 - Leaders making
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Course Syllabus

Scientific Department :	HRM Department
Course's Title :	Knowledge management and Intellectual capital
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	<ul style="list-style-type: none"> • know the basics knowledge management and its role in the development of the Organization. • Identify the concepts and techniques of knowledge management. • Identify the requirements for components and knowledge management systems. • The understanding of the role of information technology in improving the performance of knowledge management systems is very important and essential within the organization.

Course's contents :

- Introducing Knowledge Management
- The Nature of Knowledge
- Knowledge Management Foundations: Infrastructure, Mechanisms, and Technologies
- Knowledge Management Solutions: Processes and Systems
- Organizational Impacts of Knowledge Management
- Knowledge Application Systems: Systems that Utilize Knowledge
- Knowledge Capture Systems: Systems that Preserve and Formalize Knowledge
- Knowledge Sharing Systems: Systems that Organize and Distribute Knowledge
- Knowledge Discovery Systems: Systems that Create Knowledge
- Factors Influencing Knowledge Management
- Leadership and Assessment of Knowledge Management
- The Future of Knowledge Management

Course Syllabus

Scientific Department:	HRM Department
Course's Title:	Team work and conflict management
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	This course aims to provide students with suitable knowledge and skills to solve conflict and managing teams

Course's contents:

- Team work concepts
 - Groups and Teams
 - Team types
 - Team work effectiveness
 - Team life cycle
 - Group thinking
 - Conflict and its effects
 - Conflict solving strategies
 - Task conflict and Socio emotional conflict
 - Cases about teams
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Career path
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	This course aims to provide students with the basic concepts related to career path planning, in addition to the main problems that occur during the employee career and how enterprise must deal with to manage the employee career effectively.

Course's contents :

- Basic concepts of career path planning
 - Historical evolution of career management
 - Career path planning and development
 - Topics related to career path planning:
 - Organizational socialization
 - Mentoring
 - Stress management
 - Performance appraisal
 - Competency management
 - Mobility
 - Dual career couples and work-life-balance
 - Expatriation
 - High potential employees management
 - Women's career development
 - Part-time employees career
 - Employability development
 - Career plateau
 - Older workers management
 - Career success
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Managing Small and Medium Enterprises
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	This course aims to acquainting the students with the small and medium enterprises (SMEs) and their national and international classifications criteria. It identifies and legal forms of the SMEs and help the students choose the suitable form for their SMEs in addition to teaching them how to make a business plan and feasibility study and the difference between them. At the end of the course, the student turns in business plan for SME as a main homework and he/she gets the evaluation and comments from the instructor

Course's contents :

- Identifying the small and medium enterprises
 - The legal form of SMEs
 - Business plan and feasibility study
 - Financing SMEs
 - Managing SMEs
 - SMEs strategy
 - Social responsibility of SMEs
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Strategic Management
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	<ul style="list-style-type: none">• Understand the scope of strategic Management and it's Role in Organizations or companies.• Discover the importance of strategic Thinking of Managers or leaders.• Identify some of strategic changing in Business Environment specially Globalization and Internet.• Understand new concepts and New tools of Analyzing industry or markets depending on new and creative and Methods, and models and to be discover it's relationship with strategies in companies.

Course's contents :

- phases of strategic management
 - Analyzing the strategic management model
 - Industrial – competitive Analyzing
 - Evaluating Company's Resources
 - Strategies sand Competitive Advantage
 - Strategic Leadership and company's culture
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Quality Management
Academic Year :	Fourth year
Number of hours :	4 hours
Course's Goal:	Provide students with suitable information about quality and ISO, and encourage quality culture in Syrian environment.

Course's contents :

- Quality Concept.
 - Historical perspective of quality
 - Total quality champions
 - Principals of total quality management
 - Japanese perspective of quality
 - Quality culture
 - Total Quality planning and organizing
 - Statistical control of quality
 - Quality information systems
 - Top management and TQM
 - Quality tools
 - Service quality
 - ISO and TQM
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Strategic Human Resource Management (SHRM)
Academic Year :	Fifth year
Number of hours :	4 hours
Course's Goal :	<ul style="list-style-type: none"> • Critically evaluate the strategic approach to human resource management and describe the benefits of designing and implementing a human resource strategy; • Critically evaluate and explain the necessity for alignment between an organization's corporate strategy (and its higher-order purposes, reflected in its vision, mission, values and goals) and its human resource strategy; • Critically examine the advantages and disadvantages of the major alternative models for strategic human resource management; • Design human resource strategies that may be related to the current and expected requirements of organizations confronting a range of contingencies; • Critically evaluate strategies for people resourcing, training, learning and development, employee relations and strategies for people reward which bring added-value benefits to the organization in excess of their costs.

Course's contents:

- Introduction to Strategic Human Resource Management
 - Vertical Integration and Human Resources Strategy
 - The Alternatives to Strategic Human Resource Management
 - Designing Strategic Human Resource Management
 - Evaluating Strategic Human Resource Management
 - The Strategic Approach to People Resourcing
 - The Strategic Approach to Learning and Development
 - The Strategic Approach to Employee Relations
 - The Strategic Approach to Reward and Recognition
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	New trends in Human Resource Management
Academic Year :	Fifth year
Number of hours :	4 hours
Course's Goal :	This course gives students an idea about the new trends in management in general and in Human resources management in particular, to help them to understand the development in management sciences that enables organizations to deal effectively with the continuous change in the business environment.

Course's contents :

- Change management
 - E-HRM
 - Balanced Scorecard
 - Learning organization
 - Empowerment
 - Diversity Management
 - Total quality Management and Six Sigma
 - From full Employment to full Employability
 - competency management
 - Social Audit
 - Outsourcing
 - Management Excellence & creativity
 - Work Life Balance
 - Intellectual Capital
 - Knowledge Management
 - Social Responsibility and Business Ethics
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Organizational and administrative Psychology
Academic Year :	Fifth year
Number of hours :	4 hours
Course's Goal :	This course aims to help students in understanding the effects of psychological and sociological aspects on the performance at work, and the necessity for any manager to take these aspects on consideration.

Course's contents:

- organizational Behavior
 - The Field of organizational Behavior
 - Research Tools In organizational Behavior

 - Basic Human processes
 - Perception and Learning
 - Individual Differences

 - Influencing Others
 - Leadership In Organizations

 - Organizational Processes
 - Change management and organizational development
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Cross-cultural Management
Academic Year :	Fifth year
Number of hours :	4 hours
Course's Goal :	After reading this course the student will be able to understand the cultural differences in international environment. And has knowledge about the impact of these differences on HRM strategies in international organizations.

Course's contents :

- Introduction
 - Multinational corporations (MNCs) and global companies.
 - MNCs Characteristics.
 - Culture types in MNCs
 - Culture and organizational culture.
 - Cultural diversity at organizations.
 - Advantages and disadvantages of international business.
 - Cross-cultural management strategies.
 - International human resource management.
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Course Syllabus

Scientific Department:	HRM Department
Course's Title :	Public Administration
Academic Year :	Fifth year
Number of hours :	4 hours
Course's Goal :	At the end of this course, students would be able to understand the theories of public administration of traditional and modern, which presents and explains the different types of management, and aims to create effective one that keep pace with advances in performance and increase in responsibilities. As well as allow the student to acquire knowledge about the policies of the State (s) and methods of discharging its duties, also understand the mechanism of actions and decision-making of governments and the factors affect it. At the end, student will be able to recognize the relationship between public administration, public policy and other sciences in terms of difference and compatibility and have the tools to analysis public policies and their effects on the public service.

Course's contents :

- Public administration Concept, functions, goals
- Contemporary analysis of public administration
- Ecological Prospective of Public Administration environment
- Knowledge Management- Information Technology & E- government
- Administrative Organization of government
- Introduction to Public Policy Making
- Public Budget of State
- Local Administrative- Local governing
- Good governance
- Administrative Reform- Administrative Reform in Syria
- Case Studies