

Masters in Human Resources Management (MHRM)

Admission Requirements

Candidates must submit the following to the Office of Admissions and Registration:

1. Official Transcripts of previous academic record
2. Two letters of recommendations
3. TOEFL scores (> 600)
4. Application (Registrar Office)
5. Curriculum Vitae (CV)

Other Requirements

1. An average of 80 is needed in the undergraduate degree.
2. If the undergraduate degree is non-business the candidate has to take 22 credits of remedial courses.
3. The Masters in HRM is made up of 10 core courses (30 credits) and 3 credits for a real-life field project or 9 core courses and 6 credits of a Thesis.

Aims:

The aim of this Masters is to develop HR professionals who are able to consult and help organizations and businesses in making more informed decisions in the area of human capital management. The MHRM program aims at achieving the following objectives:

1. Equip participants with the needed skills to increase employee productivity and commitment.
2. Equip participants with the knowledge to lower labor costs, lower operational cost and reduce turnover.
3. Prepare participants to lead organizational development, promote ethical behavior, and propose HRIS technology solutions.
4. Equip participants with the ability to recruit, select and place the best candidates in the best position.
5. Enable participants to set strategic plans, succession plans and increase efficiency.
6. Arm participants with the legal background that guides their profession with relation to labor relations and employment law.
7. Help participants develop positive attitude in approaching problems and in dealing with change, stress and emergency situations.
8. Enable candidates to analyze and make sense of available data and statistics.

Learning Outcomes:

Upon completion of the MHRM degree, the graduates should be able to:

1. Set strategic plans for HR needs to meet supply and demand changes.
2. Apply techniques to lower labor cost and operational cost.
3. Communicate in writing and orally with different constituents.
4. Formulate, implement and evaluate employee training and development programs.
5. Evaluate the effectiveness of different HR practices.
6. Take steps to increase employee productivity and commitment.
7. Set fair compensation plans and benefits.
8. Conduct HR related research and perform benchmarking analysis.
9. Use specialized software to maintain employee files for data maintaining and mining.
10. Apply performance appraisal techniques to measure employee's performance.
11. Plot career path for employee involving promotions and transfers.
12. Have an accurate and update understanding of the legal environment and the dynamics of current employer-employee relative.
13. Have a solid understanding of the ethicalities of the work place and ethical do's and don'ts.

The Curriculum

The courses are as follows:

- MHRM 400 Labor Relations & Employment Law (3 credits)
- MHRM 410 Technology and Communication Skills for the HR Professional (3 credits)
- MHRM 420 The Recruitment Process Management (3 credits)
- MHRM 430 Compensation & Benefits Management (3 credits)
- MHRM 440 International Human Resource Management (3 credits)
- MHRM 450 Contemporary issues in Human Resource Management (3 credits)
- MHRM 510 Human Capital Training and Development (3 credits)
- MHRM 520 Research Process & Methodology (3 credits)
- MHRM 530 Business Strategy & Ethics (3 credits)
- MHRM 540 Organizational Behavior and Leadership (3 credits)
- MHRM 590 Field Project (3 credits) or MHRM 599 Thesis (6 credits)

Candidates not having an undergraduate degree in business will be required to take a remedial bridging courses (22 credits)

- QMET215 Statistical Data Analysis (4 credits)
- BUSN285 The Business Enterprise (3 credits)
- ACCT202 Survey of Accounting and Finance (3 credits)
- MRKT220 Principles of Marketing (3 credits)
- MGMT220 Principles of Management (3 credits)

- BUSN210 Business Communication (3 credits)
- MGMT240 Human Resource Management (3 credits)

Courses:

1. Remedial (Bridging) Course

ACCT202 Survey of Accounting and Finance (3 credits)

A remedial course for non-business MBA candidates. Topics in accounting include basic financial statements, the accounting cycle, accruals, deferrals, reporting results and merchandising activities. Topics in finance cover: cash budgeting, ratio analysis, capital budgeting, forecasting technique, project evaluation, financial leverage, risk and cost of capital, the principles and methods of asset management and planning and control for the attainment of both short and long-range objectives. English Proficiency Level: ENGL 102.

BUSN210 Business Communication (3 credits)

Participants in this course will gain knowledge in written and oral skills and engage in a business class communication experience that will assist them in their future chosen career and will be useful in their academic and social lives as well. The course will have two components: Arabic and English. Students will experience cross-cultural communication techniques, the process of writing, reports' generation, and oral and written communication forms.

BUSN285 The Business Enterprise (3 credits)

This is a bridging course to newcomers entering the world of business. It aims at acquainting them with the business organization, its structure, dynamics, micro and macro environments, and major functions. Special emphasis is given to all the stakeholders and supply chain management of the firm, plus an overview of the different business functions of accounting, finance, management, marketing among others.

MGMT220 Principles of Management (3 credits)

Principles of management is an introductory level course that acquaint students with basic concepts and theories in the field of management. It tackles basic managerial functions, skills and roles that are carried out by managers in different organizations, levels and capacities. Major topics covered in this course include the different managerial functions of planning, organizing, leading and controlling. Other more specific topics taught include management objectives and goals, organizational structures, strategic and tactical planning, decision making skills, team work, communication, motivation and human resource practices among others. It is a must-take course to both business and non-business students, due to the richness of theoretical and practical contents that are relevant to various domains. Corequisite: ENGL 203.

MGMT240 Human Resource Management (3 credits)

Human resource management, as the name denotes, deals with running all the affairs related to the human capital inside the organization. It covers all the theories, policies and practices of HRM in a firm. Topics covered include strategic human resource planning, job analysis resulting in job descriptions and job specification, recruitment, selection and placement, orientation, training and development, performance appraisal, compensation and benefit administration, and labor management relations among others. Pre-requisite: MGMT 220.

MRKT220 Principles of Marketing (3 credits)

Principles of marketing is an introductory level course that introduces students to the basic concepts of marketing. It is designed to explain the fundamental concepts and techniques required for the understanding of the marketing process. This course addresses the importance of marketing in today's world for all products, services, ideas, individuals, groups, places and organizations. Emphasis is placed on the design, implementation and evaluation of the marketing mix components, mainly the product, price, place and promotion decisions. Other topics covered would be the marketing environment, the marketing strategies, segmenting, targeting and positioning, consumer behavior, creating value to consumers among others. Corequisite: ENGL 203.

QMET215 Statistical Data Analysis (4 credits)

This course emphasizes the use of quantitative methods as a tool to make better managerial decisions. Topics include: the meaning, role and types of statistics and statistical data, descriptive measures, statistical inference, analysis of variance, bivariate and multiple regression, correlation analysis, hypothesis testing, applications of sampling distributions such as chi-square, F and student t distributions and elements of probability theory. English Proficiency Level: ENGL 101.

2. Core Courses

MHRM400 Labor Relations & Employment Law (3 credits)

This course examines the legal environment of the HR department. The HR personnel should be fully aware of current legal practices that might affect their dealings with the human capital of their organizations. It will allow students to specialize in the areas of law governing labor relations and employee rights in the workplace. Special topics will include: collective bargaining; union organizing; negotiations, mediations and arbitrations that are used to result in win-win situations for all parties involved. Emphasis in this course will be placed on coursework, external research, and class presentations. Guest lecturers on specific legal topics will be used.

MHRM410 Technology and Communication Skills for the HR Professional (3 credits)

A vital function of any professional is to be able to communicate precisely. This is particularly true in the Human Resource area where miscommunication could have serious legal and/or political consequences. This course prepares HR professionals so that they can articulate their thoughts and present their findings and points of view clearly to management and employees. This is a highly practical course that begins with an evaluation of student-submitted writing

samples and a benchmark oral presentation. Students will learn, practice and integrate the key components of making powerful and persuasive oral presentation. The course will also emphasize the use of Information Communication Tools (ICT) needed for the HR practice.

MHRM420 The Recruitment Process Management (3 credits)

This course explores how organizations deal with the challenges resulting from the differences between supply and demand for the labor force, which results in labor shortages and surpluses. Beginning with an overview of the strategic needs of an organization, students explore topics that include staffing issues, internal and external recruitment strategies employed, selection issues, internal and external recruitment strategies employed, selection issues, developing internal talent, succession planning, employment tests, and successful employment interviewing. Lectures, assigned readings, case studies and student projects are used to explore effective staffing and retention initiatives.

MHRM430 Compensation & Benefits Management (3 credits)

This course explores the compensation practice and the criteria on which compensation of employees is based. It also examines the benefits administered to employees as part of their compensation packages in exchange for their services. This course also discusses compensation as part of a larger management philosophy, for a competitive placement of the company. Students completing this course will have a practical, comprehensive understanding of the complexities of reward systems, along with an in-depth appreciation of the key ingredients necessary to ensure their successful execution in any workplace setting.

MHRM440 International Human Resource Management (3 credits)

Organizations in every industry and sector increasingly recognize the opportunities that result from a boundary-less perspective. Major topics will include: outsourcing/off-shoring, staff planning, talent training and development in the global learning organization, expatriation and repatriation issues for employees and their families, cultural diversity, international implications of total compensation/benefits strategies; ethics; and governance. Highly interactive sessions will prepare students to face global human capital challenges in their organizations from a strategic perspective (combined with sensitivity for the uniqueness of their own environments).

MHRM450 Contemporary issues in Human Resource Management (3 credits)

This course explores the latest trends and issues in human resource management both from a research perspective and from a professional perspective. Topics include and not restricted to: entrepreneurship and HRM; gender issues and HRM; social media and HRM; corporate downsizing; changing skills requirements; re-engineering work processes for improved productivity; employee involvement; work-life balance; contingent workforce; workforce diversity; talent intelligence.

MHRM510 Human Capital Training and Development (3 credits)

This course is based on the premises that no person is a perfect fit on his/her first day of work. It is an advanced study of personal training and development needed in an ever-changing environment. It assesses the training needs of the organization's employees, devises the best training methods, examines the implementation of these programs, monitoring and evaluation their results. It also tackles the development of personnel through coaching among other methods to equip them with higher-level skills.

MHRM520 Research Process & Methodology (3 credits)

A successful manager needs not only to be able to research opportunities and/or problems as they present themselves, but also evaluate research produced by others. To do so, s/he must be fully aware of research techniques, data collection, research design, internal and external validity and statistical methods for hypothesis testing. This course equips the student with the required research skills that are necessary to successfully conceptualize a research topic with original ideas and subsequently develop a proposal for researching that topic, and ultimately carrying out the research.

MHRM530 Business Strategy & Ethics (3 credits)

This course is a platform for students to discuss, apply and give a voice to more ethically informed and socially responsible rationales for decision making. Particular emphasis will be placed on the ethical dilemmas that confront managers due to advances in technology, greater access to information, among others.

MHRM540 Organizational Behavior and Leadership (3 credits)

This course will help students understand the basic components of organizations. These components include: culture, structure, motivational influences, group processes, change management initiatives, workplace interaction, and communications within organizations. At the completion of this course, students will be able to integrate the various theoretical perspectives of leadership and motivation into a coherent understanding of organizational life. In addition, students will be able to understand how the disciplines of psychology (individual and group), sociology, cultural anthropology, human resource management, and social systems theory impact organizations.

MHRM590 Field Project (3 credits)

The field project allows the students to apply academic theory to solve real and practical human resources problems. This may be an individual project or a team-based project. A supervisor will be appointed to guide the students on the implementation of their field project. Students produce a report containing the following sections: Abstract, Introduction, Background, Problem Identification, Solution Approach/Methodology, Data Collection and Results, Conclusions and Recommendations, References, and Appendices.

Prerequisite: Dean's Approval.

MHRM599 Thesis (6 credits)

The MHRM Thesis is a scholarly research study (qualitative) which allows the students to perform research and synthesize information through critical thinking, evaluation, and sound decision making. The Thesis is an individually-performed research project on a topic that is grounded in theory, has more depth and a broader scope. At the beginning of the second year of the program, the student initiates outlining a Thesis proposal and submits an outline to the Professor; s/he is desiring working with and having as a Thesis Advisor. The student's choice must be approved by the Dean who will nominate a Thesis Committee. Upon completion of the Thesis, the student produces a report containing the following sections: Abstract, Introduction, Background, Problem Identification, Solution Approach/Methodology, Data Collection and Results, Conclusions and Recommendations, References, and Appendices. The student must defend satisfactorily the finding of the Thesis before the Thesis Committee prior to its acceptance. The student must also submit his/her work for publication in refereed conference proceedings and/or an esteemed Journal.