



# AMERICAN COLLEGE OF DUBAI

## BBA HUMAN RESOURCE MANAGEMENT CONCENTRATION

### STUDY PLAN

<b>Name:</b>	<b>ID NUMBER:</b>
<b>Email:</b>	<b>ADVISOR:</b>
<b>Contact Number:</b>	<input type="radio"/> IELTS <input type="radio"/> TOEFL <input type="radio"/> EMSAT:

#### Summary of Total Credit Hours:

S. No.	Course Categories	Credit Hours
1.	General Education Requirements	39
2.	Business Core Requirements	48
3.	Concentration Courses	24
4.	Academic Electives	6
5.	Free Elective	3
	<b>TOTAL CREDITS</b>	<b>120</b>

#### 1. Course Category - General Education Requirements = 39 Credits

Course Code	Course Title	Credit Hours	Pre-Requisite	GRADE/ %	REMARKS
ENG 120	College Composition I	3	Pl. Test or ENC 002L		
ENG 121	College Composition II	3	ENG 120		
IT 100	Introduction to Info. Technology	3			
ISC 100	Islamic Culture	3	College Level English		
SOC 110	Introduction to UAE Society	3	College Level English		
MAN 110	Intro to Bus., Entrep and Innov.	3	College Level English		
MAT 120	Finite Mathematics	3	Pl. Test or MAT 050		
MAT 220	Statistics	3	MAT 120		
ENG 212	Public Speaking	3	ENG 121		
FAS 201	Introduction to Humanities	3			
PHL 210	Introduction to Philosophy	3	College Level English		
SCI 219	Environmental Issues	3			
ENG 220	Business Communication	3	ENG 212		
<b>TOTAL</b>		<b>39</b>			

#### 2. Course Category - Business Core Requirements = 48 Credits

Course Code	Course Title	Credit Hours	Pre-Requisite	GRADE/ %	REMARKS
ACC 101	Financial Accounting I	3			
ACC 102	Financial Accounting 2	3	ACC 101		
ECO 201	Microeconomics	3	MAT 120		
ECO 202	Macroeconomics	3	ECO 201		
ACC 202	Managerial Accounting	3	ACC 102		
MAN 206	Business Law	3	ENG 121		
IT 208	Bus. Systems Analysis & Design/ IT 201 Website Computing	3	IT 100		
MAN 215	Principles of Management	3	IT 208		
PHL 216	Business Ethics	3	MAN110		
MAN 300	Operations Management	3	MAT 220, MAN 215		
MAN 305	Organizational Behavior	3	MAN 215		
HRM 211	Human Resource Management	3	MAN 215		
FIN 300	Principles of Finance	3	ACC 202, ECO 202, MAT 220		
MAN 340	Small Business Management	3	MAN 215, FIN 300		
MAN 350	Business Internship	3	Completed 90 Credits		
MAN 420	International Business	3	MAN 215		
<b>TOTAL</b>		<b>48</b>			

#### SEMESTER CGPA

1ST YEAR 1<sup>ST</sup> SEM \_\_\_\_\_

2<sup>ND</sup> SEM \_\_\_\_\_

SUMMER \_\_\_\_\_

2ND YEAR 1<sup>ST</sup> SEM \_\_\_\_\_

2<sup>ND</sup> SEM \_\_\_\_\_

SUMMER \_\_\_\_\_

CREDITS COMPLETED \_\_\_\_\_

CGPA \_\_\_\_\_



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### STUDY PLAN

#### 3. Course Category – HRM Concentration Courses =24 Credits

Course Code	Course Title	Credit Hours	Pre-Requisite	GRADE/ %	REMARKS
MAN 328	Organizational Leadership	3	MAN 215		
MAN 345	Family Business Management	3	MAN 215, ACC 202		
MKT 415	Customer Relationship Management	3	MAN 215		
HRM 310	Employment Law & Labor Standards	3	HRM 211		
HRM 320	Occupational Health & Safety	3	HRM310		
HRM 410	Benefits & Compensation Management	3	HRM 310		
HRM 420	Employment Training, Recruitment & Selection	3	HRM 410		
HRM 450	Human Resource Strategy & Implementation	3	HRM 420		
<b>TOTAL</b>		<b>24</b>			

#### 4. Course Category – HRM Academic Elective Courses (any two) = 6 Credits

Course Code	Course Title	Credit Hours	Pre-Requisite	GRADE/ %	REMARKS
HRM 125	Human Relations in Administration	3	College Level English		
MKT 300	Marketing Management	3	MAN 215		
FIN 310	Fundamentals of Investments	3	FIN 300		
MAN 415	Project Management	3	MAN 215		

#### 5. Course Category – HRM Free Elective Courses (any one) = 3 Credits

Course Code	Course Title	Credit Hours	Pre-Requisite	GRADE/ %	REMARKS
PSY 108	Introduction to Psychology	3	College Level English		
PSY 257	Social Psychology	3	PSY 108		
SOC 112	Introduction to Sociology	3	College Level English		
SCI 145	Chemistry I	3			
SCI 146	Chemistry II	3	SCI 145		
SCI 212	Principles of Physical Science	3			
SCI 215	Health issues	3			
SCI 248	General Physics with Calculus I	3			
SCI 249	Gen. Physics with Calculus II	3	SCI 248		
LIT 200	Intro. to Critical Reading	3	ENG 120		
MKT 113	Introduction to Marketing	3	College Level English		

**3RD YEAR** 1<sup>ST</sup> SEM \_\_\_\_\_

2<sup>ND</sup> SEM \_\_\_\_\_

SUMMER \_\_\_\_\_

**4TH YEAR** 1<sup>ST</sup> SEM \_\_\_\_\_

2<sup>ND</sup> SEM \_\_\_\_\_

SUMMER \_\_\_\_\_

**CREDITS COMPLETED** \_\_\_\_\_

**CGPA** \_\_\_\_\_