

Summer Training Course Specification

Course title: Summer Training	Level: 4 th
Course code: 2801-299	Pre-requisites: 50 Hours should be completed
Credit hours: 3	Contact hours: 3
Department: Administrative and Financial Programs	Program: Human Resource

Course content:

Description of the field experience activities. The student trainee field activities in the area of specialization, including practical application of a number of key tasks studied in the program; including individual acts and the other within the working groups to develop the ability to work within the group and carry entrusted to him in the area of specialization of work responsibilities and is already an agreement between the college and the training the administration, which will train the student, and the nature of the training.

The following activities carried out by the student:

- Compliance with the rules and regulations of the work.
- Send required forms to the department head at the college in a timely manner using the mail address.
- Coordination with the supervisor of the training company regarding the final evaluation during the training period and send it to make sure the department head.
- Writing the final report on the training and submit it to the department head.
- Presentation and discussion of the final report.

Course objectives:

1. Identify the companies related to human resource management
2. Identify tasks and duties that are assumed by human resource manager.
3. Provide students with practical experience.
4. Help the student to adapt the work environment.
5. Help the student to take responsibility.
6. Linking theoretical study with the practical reality.
7. Skills to communicate with others and listen to their opinions and discussion.
8. Gain the skill of writing preparation of technical reports.
9. Identify how to deal with the difficulties and challenges that may face different processes related to recruitment, selection training & development, transfer, Development of a staffing plan, Compensation and Benefits Administration and appraisal the performance.

Methods of teaching			
Electronic Education	Tutorial	Practical	Lecture
Assessment task			
Final evaluation (company)		Final report	
50		50	

The student assessment process

No.	Evaluation topic	Marks
1	Weekly report	15%
2	Final evaluation (company)	35%
3	Final report	35%
4	Final presentation	15%
#	Total Marks	100%