اعتماد
NCAAA

T4

2020

Course Specifications

Course Title:	Employees Administration
Course Code:	341 HRMT
Program:	BBA in Business Administration
Department:	Business Administration
College:	College of Business Administration
Institution:	Jazan University

Table of Contents

A. Course Identification

1. Credit hours: 3
2. Course type **a.** University ☐ College ☐ Department [*] Others ☐ **b.** Required [*] Elective ☐
3. Level/year at which this course is offered: Five 1st 2021-2022
4. Pre-requisites for this course (if any)**:** NO
5. Co-requisites for this course (if any)**:** No

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	33	100%
2	**Blended**		
3	**E-learning**		
4	**Distance learning**		
5	**Other**		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	**Lecture**	33
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	33

Course Specifications

B. Course Objectives and Learning Outcomes

1. Course Description

This course is an overview of Human Resource administrative functions for employees in contemporary organizations including human resource planning, human resource strategy, performance evaluation, employee benefits, compensation, career planning, labor relations, discipline, and safety and health. This course will examine how organizations meet their objectives through human resource administration, and how human resources align with the organization's mission, vision, and strategy.

2. Course Main Objective

The course objective is to provide an understanding of Employees Administration and how it may be applied practically in various organizations. Specific objectives include providing students with the following:

- Primary Objective of the course is to recall or recognize terms, facts and concepts related to Employee Administration.
- To summarize important and relevant elements of Employee Administration.
- To determine appropriate procedures & processes involved in Employee Administration
- To acquaint the students with various factors and issues related to Manpower Planning, Procurement and conditions of employment.
- To know how organization maintain & retain its human resources.

3. Course Learning Outcomes

On successful completion of this course students will be able to:

	CLOs	AlignedPLOs
1	**Knowledge and Understanding**	
1.1	Describe precisely the employees' planning process	K1
1.2	Define the types of performance appraisals	K1
1.3	State the manpower forecasting techniques	K2
2	**Skills :**	
2.1	Differentiate between training and development	S1
2.2	Evaluate the methods of employees' recruitment.	S2
2.3	Appraise the methods of employees' motivation	S1
2.4	Evaluate the methods of training as per need of the organization.	S2
3	**Values:**	
3.1	Share responsible employee'svalues in future and will serve the community in better way.	V1

C. Course Content

No	List of Topics	Contact Hours
1	**UNIT 1: Manpower Planning System:** Definition and Meaning of Manpower Planning	3
2	**Unit 1:** Objectives of Manpower Planning, Rationales for Manpower Planning	3
3	**Unit 1:** The manpower planning process.	3
0	**Students Self Study** (Manpower forecasting techniques**.**)	0
4	**UNIT 2: Recruitment and Selection:** Definition and Meaning of Recruitment, Sources and Methods of Recruitment	3
5	**Unit 2:** , Merits and Demerits ofinternal sources of recruitment, Merits and Demerits of external sources of recruitment	3
6	**Unit 2**: Definition and Meaning of selection.	3
0	**Students Self Study** (Manpower Selection Process)	0
7	**UNIT 3: Training &Development:** Definition and Nature of Employee Training and Development,	3
8	**UNIT 3:** Difference between Training and Development, Principles of effective learning	3
9	**UNIT 4: Performance Appraisal and Motivation:** Definition andmeaning of Performance Appraisal	3
10	**Unit 4:** Types of Appraisals, Rationale for Performance Appraisal, Performance Appraisal Process, Qualities of effective Appraisal System	3
11	**Unit 4:** Meaning and Nature of motivation, Motivation theories and practices, Methods of employee motivation,	3
	Students Self Study (Some managerial incentive plans.)	0
	Total	**33**

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	TeachingStrategies	AssessmentMethods
1.0	**Knowledge and Understanding**		
1.1	Describe briefly the employees' planning process	Lectures Tutorials Data show presentation	Short answer questions Assignments MCQ
1.2	Define the types of performance appraisals.	Lectures Tutorials Data show presentation	Short answer questions Assignments MCQ
…	State the manpower forecasting techniques.	Lectures Tutorials Data show presentation	Short answer questions Assignments MCQ
2.0	**Skills**		
2.1	Differentiate between training and development.	Lectures Tutorials Data show presentation Small group discussion	MCQ Problem solving questions Assignments
2.2	Critically evaluate the methods of employees' recruitment.	Lectures Tutorials Data show presentation Small group discussion	MCQ Problem solving questions Assignments
2.3	Appraise the methods of employees' motivation	Small group discussion Role playing e-learning discussion forums	Group assignments Peer evaluation from their colleagues Supervisor evaluation for performance and attitude
2.4	Evaluate the methods of training as per need of the organization.	Small group discussion e-learning discussion	Problem solving questions Assignments

Code	Course Learning Outcomes	TeachingStrategies	AssessmentMethods
		forums Case studies	Peer evaluation from their colleagues
3.0	**Values**		
3.1	Share responsible employee's values in future and will serve the community in better way.	Case studies Small group discussion e-learning discussion forums	Problem solving questions Peer evaluation from their colleagues
3.2			
…			

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Mid Term I	6th	30%
2	Assignments & Quizzes	11th	10%
3	Classroom Participation/Attendance/Assignment	10th	10%
4	Final Exam		50%
5	Total		100%
6			
7			
8			

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice: Faculty is available during the office hours for individual student consultations, discussing problems and academic advice. During COVID situation online counselling and correspondence is used to clear any doubts.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Human Resource Management, 15th Edition by Dessler. G, Pearson, 2017 Human Resources Administration by Webb & Norton, Pearson, 2013
Essential References Materials	Journal of International Management Organizational Dynamics British Journal of Industrial Relations Sloan Management Review, Californian Management Review International Journal of Service Industry Management

	European Journal of Management Harvard Business Review, HBS USA
Electronic Materials	http://www.emeraldinsight.co/insight http://www.allbusiness.com Saudi Digital Library (SDL- www.sdl.edo.sa) website containing several hundred key business and management journals with full text articles with 6 databases. Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily.
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Available
Technology Resources (AV, data show, Smart Board, software, etc.)	Smart Board required
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and assessment	Students, Program Leaders	Direct/Indirect
Extent of achievement of course learning outcomes	Students, Faculty	Direct
Quality of learning resources	Students, Faculty, Program Leaders, Peer Reviewer	Direct

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes,Quality oflearning resources, etc.)
Evaluators (Students,Faculty, Program Leaders,Peer Reviewer, Others (specify)
Assessment Methods(Direct, Indirect)

H. Specification Approval Data

Council / Committee	Department Council
Reference No.	2301-09-HRMT341
Date	13/10/2022