



Course Specifications

Course Title:	Human Resource Management
Course Code:	HRMT241
Program:	Bachelor of Business Administration
Department:	Business Administration
College:	College of Business Administration
Institution:	Jazan University

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A. Course Identification

1. Credit hours:	2
2. Course type	
a. University <input type="checkbox"/>	College <input checked="" type="checkbox"/>
Department <input type="checkbox"/>	Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/>	Elective <input type="checkbox"/>
3. Level/year at which this course is offered:	Level 3 /year 2021
4. Pre-requisites for this course (if any):	None
5. Co-requisites for this course (if any):	None

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	-	
2	Blended	-	-
3	E-learning	30	100%
4	Distance learning	-	-
5	Other	30	100%

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	30
2	Laboratory/Studio	-
3	Tutorial	
4	Others (specify)	
	Total	30

B. Course Objectives and Learning Outcomes

1. Course Description

This course introduces the functions of human resource management within an organization. The topics include recruitment, selection, planning, job analysis, job design, training and development, appraisal, career planning, etc.

2. Course Main Objective

The course objectives are to:

This course aims to:

1. Explain the importance of human resources and their effective management in organizations.
2. Provide a general overview of the concepts and applications of different elements of Human Resources including recruitment, selection, planning, job analysis, job design, training and development, appraisal, career planning, etc.
3. And others .



3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Describe significant knowledge to analyze and articulate disciplinary and interdisciplinary theories, concepts, principles, skills, and practices.	K1
1.2	Describe the HRM knowledge and qualifications in organizations in inside and outside KSA.	K2
2	Skills :	
2.1	Justify independent and critical thinking innovatively to solve complex business problems (Cognitive)	S2
2.2	Justify lifelong learning skills in serving community for environmental, economic and social issues. (Interpersonal Skills & Responsibility)	S2
2.3	Learning the process of effective communication between in personal human resources	S4
3	Values:	
3.1	Demonstrate effective leadership qualities in communication, both orally and in written form, with others collaboratively with high teamwork spirit.	V1

C. Course Content

No	List of Topics	Contact Hours
1	Meaning, Definition of HRM, Objectives, Functions, Scope, Role of HR Manager.	2
2	Human Resource Planning: Meaning, Definition, Importance, Factors affecting HR Planning, Process of HR Planning	5
3	Job Analysis: Meaning, Definition, Process, Techniques, Job Design: Meaning, Definition, Objectives, & Techniques.	5
4	Recruitment: Meaning and Definition. Sources of Recruitment. Factors Affecting Recruitment Process	6
5	Selection: Meaning, Definition, Importance & Selection Process. Placement and Induction: Meaning, Definition, Objectives, Importance	6
6	Training and Development: Meaning, Definition, Purpose of Training, Process, Methods. Performance Appraisal: Meaning, Definition, Process, Methods Career Planning: Meaning, Definition, Importance	6
Total		30

D. Teaching and Assessment

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

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Describe significant knowledge to analyze and articulate disciplinary and	• Lectures & discussion	MCQ Short answer



Cod e	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	interdisciplinary theories, concepts, principles, skills, and practices.	• Classroom teaching strategies	Questions and Participation questions and discussion
1.2	Describe the HRM knowledge and qualifications in organizations in inside and outside KSA.	• Lectures & discussion • Classroom teaching strategies	MCQ Short answer Questions and Participation questions and discussion
2.0	Students are able to explain the specificities of Human Resource Management		
2.1	Skills		
2.1	Justify independent and critical thinking innovatively to solve complex business prolems (Cognitive)	Lectures & Small discussion forums	Identifying problems Defining problems Questions
2.2	Justify lifelong learning skills in serving community for environmental, economic and social issues. (Interpersonal Skills & Responsibility)	Lectures & Small discussion forums	Identifying problems Defining problems Questions
2.3	Learning the process of effective communication between in personal human resources	Lectures & Small discussion forums	Identifying problems Defining problems Questions
3.0	Vales		
3.1	Demonstrate effective leadership qualities in communication, both orally and in written form, with others collaboratively, with high teamwork spirits.	Lectures & Small discussion forums	Identifying problems Defining problems Questions

2. Assessment Tasks for Students

#	*Assessment task	Week Due	Percentage of Total Assessment Score
1	Mid exam	All weeks	30
2	Quiz 1	After (6 – 7) weeks	10
3	assignment	After (12-13) weeks	5
4	Discipline in attendance and individual or group participation	All weeks	5
5	Final exam	Last week	50
	Total		100

*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 :

1. Faculty office hours: 2hrs/course/week for counseling.



2. Academic Advisor Committee for college and department apply and follow up the role of staff member as academic advisor for the group of students and write a report about their academic performance and development
3. To promote the student's academic advising culture
4. Discover and support defaulters.
5. Student survey and opinion application to know their impressions of academic advising activities
6. Urging the student to participate in educational activities
7. Enhancing their capabilities and supporting their creativity
8. Helping the student to solve their academic problems
9. Develop treatment plans to face the poor achievement of some students.
10. The course instructor is available in his office "office hours" ten hours a week according to a specific schedule announced on the notice board.

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Human Resource Management – Jawad syed & Robin Kramar
Essential References Materials	
Electronic Materials	deanships.jazanu.edu.sa/sites/en/lib/ intranet.jazanu.edu.sa/sites/en/Pages/Default.aspx https://sdl.edu.sa/SDLPortal/en/Publishers.aspx
Other Learning Materials	

2. Facilities Required

Item	Resources
Accommodation Classrooms, laboratories, demonstration) (.rooms/labs, etc)	Comfortable classroom, data player/projector laptopwhiteboard
Technology Resources (.AV, data show, Smart Board, software, etc)	Whiteboard, projector (data show), Computer Laptop
Other Resources Specify, e.g. if specific laboratory) equipment is required, list requirements or (attach a list	Reference Materials

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of teaching and	Students, Program Leader	Direct and Indirect



Evaluation Areas/Issues	Evaluators	Evaluation Methods
assessment		
Extent of achievement of course learning	Faculty	Direct
Quality of learning resources	Students, Faculty, Program leader	Direct

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	Quality Committee
Reference No.	HRMT 241-28333-2021
Date	3/10/2021

