



Course Specification

— (Bachelor)

Course Title: **Professional Certificate**

Course Code: **2952BAM**

Program: **Human Resources Management**

Department: **Human Resources Management**

College: **Applied College**

Institution: **Jazan University**

Version: : 1

Last Revision Date: 23/01/2024



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A. General information about the course:

1. Course Identification

1. Credit hours: (2) Hours

2. Course type

- A. ☐ University ☒ College ☐ Department ☐ Track ☐ Others
- B. ☒ Required ☐ Elective

3. Level/year at which this course is offered: (level 4 / 2nd Year).

4. Course general Description:

The course is tailored to prepare students for PHR exam through nurturing students with deep structured knowledge of HR concepts and practices. It presents an overview and an orientation of the PHR exam. More specifically ,the aim of the course is to validate students' skills with insightful ideas about the test and the best strategies needed to ace it . It also trains the students on the skills tested on the most up –to-date prep materials available on the format of PHR exam.

5. Pre-requirements for this course (if any):None

6. Co-requisites for this course (if any):None

7. Course Main Objective(s):

Upon completion of the course students will be able to :

- Acquire a good knowledge and key details of PHR exam
- Understand the content outline of PHR exam
- Build time management skills, interpersonal abilities and information and technology skills required for the exam.
- Have the opportunity to solidify their academic knowledge with practical insights and exam preparation .
- showcase their ability to start career in HRM field.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30 hours	100%





No	Mode of Instruction	Contact Hours	Percentage
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> Traditional classroom E-learning 		
4	Distance learning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	-
3.	Field	-
4.	Tutorial	-
5.	Others (specify)	-
Total		30

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	demonstrate significant knowledge and understanding related to the PHR exam.	K3	Lecturing, Group discussion,	Quizzes ,midterm exam Final exam
1.2	Identify the different strategies and skills of PHR exam mastery.	K4	presentations, , Problem-based learning Scenarios debates Group Discussion Presentations Project Design Seminars Peer learning	Quizzes ,midterm exam Final exam
...				
2.0	Skills			





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.1	Develop professional skills, and competence relevant to the exam.	S4	Lecturing, presentation. Problem-based learning debates	Problem-based Scenarios Group Discussion Presentations
2.2	Apply computational tools of learning and communication for exploring complex academic challenges of PHR exam.	S1	Lecturing, Group discussion, presentation.	Problem-based Scenarios Group Discussion Presentations
...				
3.0	Values, autonomy, and responsibility			
3.1	Engage effectively in different contexts within teams .	V1	Group Discussion Presentations ,Test taking team Design	problem solving, case study, Project ,
3.2	appreciate professionalism, ethical behavior, and capacity building.	V2	Group Discussion Presentations Seminars	Project evaluation ,presentation
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Pre Test: Introduction to Human Resources: - HR's Role & Strategy -Affirmative Action -Diversity, Equity, and Inclusion	6
2.	Making HR Decisions: -Retention -Recruiting -Hiring	4
3.	Training Programs	2
4.	Creating a High-Performance Workplace	2
5.	Remote Work	2
6.	Compensation and Benefits	2
7.	Employee Health and Safety	2
8.	The Legal Environment	2
9.	Global Human Resources	2



10	Types of PHR exams	3
11	Preparing for the PHR exam(Exam Questions- Tips& tricks)	3
Total		30

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous Assessment (quizzes)	1st -16th weeks	100%
	Total		100%

Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)



E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	--
Supportive References	--
Electronic Materials	https://www.udemy.com/course/professional-in-human-resources-phr-hrci-exam-mastery/?utm_source=adwords&utm_medium=udemyads&utm_campaign=DSA_Catchall_la.EN_cc.ROW&utm_content=deal4584&utm_term=__ag_88010211481__ad_535397282061__kw__de_c__dm__pl__ti_dsa-485138040906__li_1028880__pd__&matchtype=&gad_source=1&gclid=Cj0KCQIAh8OtBhCQARIsAlkWb68NhgVrNP3aSMMZ-AK Miz1q9iWV84Or8Ty0NbJROXxz_wGTeuQffmUaAufWEALw_wcB
Other Learning Materials	https://www.Professional in Human Resources: PHR HRCI Exam Mastery.com

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	<ul style="list-style-type: none"> Classrooms should be well maintained and equipped .
Technology equipment (projector, smart board, software)	<ul style="list-style-type: none"> Technology resources (AV, data show, Smart Board, software, etc.)
Other equipment (depending on the nature of the specialty)	<ul style="list-style-type: none"> Internet facility in the class rooms, Books related to PHR in the library

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course Teachers ,students ,Program leaders.	Formative \summative Assessment (Direct) Student evaluation survey (Indirect).
Effectiveness of students assessment	Course Teachers ,students ,Program leaders.	Formative \summative Assessment (Direct) Course report ,Student evaluation survey (Indirect).
Quality of learning resources	Students ,Faculty ,Program	Faculty Feedback Student Evaluation

Assessment Areas/Issues	Assessor	Assessment Methods
	leaders	survey
The extent to which CLOs have been achieved	Students ,course Teachers ,program leaders	Formative \summative Assessment (Direct) Course report ,Student evaluation survey (Indirect).
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	CURRICULUM COMMITTEE MEETING
REFERENCE NO.	
DATE	23/01/2024

