



# Course Specification

**Course Title:** Human Resource Development

**Course Code:** 2743 BAM

**Program:** Human Resources Management

**Department:** Department of Management

**College:** Applied College In Alarda

**Institution:** Jazan University

**Version:** 1

**Last Revision Date:** 7<sup>th</sup> October 23



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## A. General information about the course:

### 1. Course Identification

1. Credit hours: 3 Hours

#### 2. Course type

A.  University  College  Department  Track  Others

B.  Required  Elective

3. Level/year at which this course is offered: 4 level

#### 4. Course general Description:

The course is to explain and demonstrate the contribution of HRD in an organization and enable student to develop an ability to decide learning and training needs; and have competence in the design and delivery of learning programmers.

It will be focus on the role of HRD in designing and implementing appropriate strategies in line with the business goals of their organization.

The course deals with the concept of training and other terms mixed with it, and then addresses how to fit training and development into the broader context of human resources management, and how to address the basic elements of training, including analyzing employees' training and educational needs, designing, presenting, and managing effective training programs, and identifying training alternatives.

5. Pre-requirements for this course (if any): BAM 2723

6. Co-requisites for this course (if any): NA

7. Course Main Objective(s):



After completing this course the students should be able to:

- emphasizes on basic concept of Human Resource Developing, and Evaluation, Trends & Issues.
- Show the nature and the importance of Training and human resource development
- Identify Training needs and development
- Design and implement training programs
- Design a career path and upgrade policies .

## 2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>		
4	Distance learning		

## 3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	45
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
<b>Total</b>		<b>45</b>

## 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			





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.1	<b>Demonstrate</b> sound knowledge of office management and skills.	<b>K1</b>	Lectures Assignments	Mid-Term, Exams
1.2	<b>Describe</b> the various theories and concepts of office management and skills	<b>K2</b>	Lectures Discussion	Mid-Term, Exams Final exams
...				
<b>2.0</b>	<b>Skills</b>			
2.1	<b>Evaluate</b> various arising problems and solutions in office management and skills.	<b>S1</b>	Assignments Discussion	Written Assessments, Mid-Term Exam, Direct observation.
2.2	Identify the key determinants of the effectiveness of human resources to meet future challenges.	<b>S2</b>	Lectures Assignments	Mid-Term, Exams
...				
<b>3.0</b>	<b>Values, autonomy, and responsibility</b>			
3.1	Work with multi-disciplinary teams to communicate effectively, both in written and oral forms, in office management and skills.	<b>V1</b>	lectures, discussions & group activities	presentations
3.2	Develop ideas about technical services in various fields for all sectors.	<b>V2</b>	Assignment, Project work	Presentation Project
...				

### C. Course Content

No	List of Topics	Contact Hours
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1.	PART 1: Introduction Human Resource Development <ul style="list-style-type: none"> <li>Human Resource Development Functions</li> <li>Employee Behavior and Influences</li> <li>Learning and HRD.</li> </ul>	15
2.	PART 2: Training Needs <ul style="list-style-type: none"> <li>Identification of HRD and training needs</li> <li>Design and development of HRD programmers</li> <li>Methods of Implantation, Evaluation of HRD programmers.</li> </ul>	15
3.	PART 3: Career Planning, management, and development: <ul style="list-style-type: none"> <li>Career development stages and activities,</li> <li>role of individual and organization in career planning,</li> <li>Issues in career management.</li> </ul>	9
4.	PART 4: Leadership development.	6
<b>Total</b>		<b>45</b>

#### D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Mid Term	9th -10th	20%
2.	Quiz 1	12th	10%
3.	Assignment/ Discussion/ Quiz/ Others	13th-15th	20%
4.	Attendance	All the semester	10%
5.	Final Exam	16th	40%
<b>Total</b>			<b>100%</b>

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

#### E. Learning Resources and Facilities

##### 1. References and Learning Resources

<b>Essential References</b>	Chalofsky, N. F. (2014, November 10). <i>Handbook of Human Resource Development</i> . John Wiley & Sons.
<b>Supportive References</b>	Gilleg , J.W., Eggland , S.A.& Gilly ,A. M ..( 2016 ) . principles of Human Resource Development , third Edition . Cambridge .perseus printing





	Human Resource Development, Sixth Edition Jon M. Werner and Randy L. DeSimone
<b>Electronic Materials</b>	www.google scholar.com www.altavista.com www.emeraldinsight.com
<b>Other Learning Materials</b>	Handouts for practice exercises provided to students by the department.

## 2. Required Facilities and equipment

Items	Resources
<b>facilities</b> (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	(Virtual Classrooms, internet connection, Virtual simulation rooms, etc.)
<b>Technology equipment</b> (projector, smart board, software)	Technology equipment (software, INTERNET)
<b>Other equipment</b> (depending on the nature of the specialty)	Other equipment (depending on the nature of the specialty)

## F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Quality Assurance and Accreditation Unit along with Vice Dean (Academics).	Classroom observation. <b>Direct</b>
Effectiveness of Students assessment	<b>Faculty</b>	Marking of Quizzes or Mid-Term Test and Final Test papers by teachers. <b>Direct</b>
Quality of learning resources	<b>Faculty</b>	Surveys designed by the University/ College – distributed among the course instructors. <b>Direct/Indirect</b>
The extent to which CLOs have been achieved	<b>Program Coordinator</b>	Statistical analysis of students' marks in Quizzes/ Mid-Term Exam and Final Exam. <b>Direct</b>
Other	Quality Assurance and Accreditation Unit & Vice	Reviewed bi-annually, improvements





Assessment Areas/Issues	Assessor	Assessment Methods
	Dean (Academics).	are planned and implemented.

**Assessors** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

**Assessment Methods** (Direct, Indirect)

### G. Specification Approval

<b>COUNCIL /COMMITTEE</b>	COUNCIL MEETING
<b>REFERENCE NO.</b>	
<b>DATE</b>	3\06\20224

