Course Specification

Course Title: Human Resource Management	
Course Code: BAM 272	
Program: Business Administration	
Department: Management Department	
College: Applied College	
Institution: Jazan University	
Version: V1	
Last Revision Date: 17th March, 2023	

Table of Contents

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: (3th Level / 2th year)

4. Course general Description:

As the demands of modern management have continued to evolve at an increasing rate, it has become unambiguously apparent that the fate of the business depends on how successfully its human resources (HR) are put to use. Consequently, only recently has the significance of the HR function to the firm as a whole been acknowledged. Human Resources has been pushed to the forefront of the business as a result of the plethora of recent fiscal and economic changes in the Middle East along with our shifting demographics. This course is meant to provide students with a more comprehensive understanding of human resource concerns, including regulatory requirements, economic circumstances, planning, job enrichment, production of employee manuals, and hiring procedures

5. Pre-requirements for this course (if any)**: NA**

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

7. Course Main Objective(s):

This course is designed to provide students with an in-depth knowledge of human resource management (HRM) issues, including regulatory requirements, economic conditions, planning and staffing, job enrichment, training and development, performance appraisal, compensation and benefits, industrial relations, and safety

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45 hours	100%
2	E-learning	None	None

No	Mode of Instruction	Contact Hours	Percentage
3	Hybrid • Traditional classroom • E-learning	None	None
4	Distance learning	None	None

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	**Lectures**	45
2.	**Laboratory/Studio**	None
3.	**Field**	None
4.	**Tutorial**	None
5.	**Others (specify)**	None
Total		45

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	**Define** the basic concepts, functions and processes of human resource management	K1	Lectures Concept presentation	Assignments - Mid Term
1.2	**Explain** the role, functions and functioning of human resource Department of the organizations.	K2	Lectures Concept presentation	Quiz - Final Exam
2.0	**Skills**			
2.1	**Formulate** various HRM processes and systems .	S1	Problem solving sessions	Mid Term - Final Exam
2.2	**Develop** the strategies of internal change in human resources management .	S2	Problem solving sessions	Final Exam

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
3.0	**Values, autonomy, and responsibility**			
3.1	Demonstrate the ability to work effectively in teams.	V1	Cooperative Learning	Rubric assessment for course project report and course project presentation
3.2	Demonstrate effective communication Skills and apply related technology.	V2	Cooperative Learning	Class attendance And participation, evaluation of teamwork in project and class activities

C. Course Content

No	List of Topics	Contact Hours
1.	Introduction to Human Resource Management	6
2.	HRM Strategy and Analysis	6
3.	Job Analysis & Talent Management Process	3
4.	Personnel Planning & Recruiting	3
5.	Employee Testing & Selection	3
6.	Interviewing Candidates	3
7.	Training and Developing Employees	3
8.	Performance Management and Appraisal	3
9.	Employee Retention, Engagement and Careers	3
10.	Pay for Performance and Financial Incentives	3
11.	Benefits and Services	3
12.	Ethics and Employee Rights and Discipline	3
13.	Employee Safety and Health	3
	Total	45

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Assignments	All the Semester	10%
2.	Quiz	All the Semester	10%

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
3.	Mid Term	9th to 10th week	20%
4.	Project presentation	12th week	15%
5.	Attendance/Participation	All the Semester	5%
6.	Final exam	16th	40%

*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	a) Dessler, G. and AlAriss, A. (2012). Human Resource Management (Arab World Edition). Pearson Education. b) Torrington, D., Hall, I., Taylor, S. and Atkinson, C. (2011). Human Resource Management (8th Edition). F Prentice Hall, Pearson Education.
Supportive References	a) Personnel Review b) Employee Relations c) People Management d) Industrial Relations Journal e) Work, Employment & Society f) British Journal of Industrial Relations g) Human Resource Management Journal h) International Journal of Human Resource Management
Electronic Materials	a)https://www.mol.gov.sa/ b)http://www.saudiembassy.net/about/countryinformation/laws/Labor_and_Workmen_Law-1of4.aspx c)http://www.arabnews.com/ d)http://www.bayt.com/en/saudi-arabia/jobs/ e)http://timesofindia.indiatimes.com/topic/Saudi-ministry-of-labour f) www.cipd.co.uk
Other Learning Materials	Blackboard

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture Room Blackboard
Technology equipment (projector, smart board, software)	Projector, Smart-board

Items	Resources
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chairperson Peers Students	Class Observation (using Rubric) Course Evaluation Survey
Effectiveness of students assessment	Reviewer (faculty from the same department)	Reviewing the exam paper Co-signing the grades. Unified Mid-term/Final Exams
Quality of learning resources	Instructor Student	Course Report. Course Evaluation Survey
The extent to which CLOs have been achieved	Instructor Students	Direct Method (Rubrics) Indirect Method (Course Exit Survey) Course Evaluation Survey
Other	None	None

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	