



Course Specification

(Bachelor)

Course Title: **Human Resources Management**

Course Code: **HRMT 241**

Program: **Bachelor in Business Administration**

Department: **Business and Marketing**

College: **College of Business**

Institution: **Jazan University**

Version: *Course Specification Version Number*

Last Revision Date: *Pick Revision Date.*



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	4
C. Course Content	4
D. Students Assessment Activities	5
E. Learning Resources and Facilities	5
F. Assessment of Course Quality	5
G. Specification Approval	6





A. General information about the course:

1. Course Identification

1. Credit hours: (2)

2. Course type

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

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

4. Course general Description:

This course will introduce the major topics in Human Resource Management (HRM), such as hiring, training, evaluating, compensating, and retaining employees. Additionally, it critical issues in HR such as predicting employees' attitudes, behavior, and performance.

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

N/A

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

N/A

7. Course Main Objective(s):

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.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	22	100%
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	22
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		22

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

Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Understand the key terms, theories/ concepts and practices of Human Resources Management.	K1	<ul style="list-style-type: none"> Lectures Group discussions Individual and collaborative activities Pair and group discussions 	<ul style="list-style-type: none"> Midterms Final exam Quizzes Class participation Assignments
1.2	Understand the role, and functions of human resource department in the organizations.	K2	<ul style="list-style-type: none"> Lectures Group discussions Individual and collaborative activities Pair and group discussions 	<ul style="list-style-type: none"> Midterms Final exam Quizzes Class participation Assignments





...				
2.0	Skills			
2.1	Analyze and Evaluate various HRM processes such as Recruitment, Selection, Training, Development, and Performance appraisals.	S1	<ul style="list-style-type: none"> ▪ Lectures ▪ Group discussions ▪ Individual and collaborative activities ▪ Pair and group discussions 	<ul style="list-style-type: none"> ▪ Midterms ▪ Final exam Individual ▪ Assignment Group Assignment
2.2	Demonstrate effective communication skills and apply related technology in HRM	S4	<ul style="list-style-type: none"> ▪ Lectures ▪ Group discussions ▪ Individual and collaborative activities ▪ Pair and group discussions 	<ul style="list-style-type: none"> ▪ Midterms ▪ Final exam Individual ▪ Assignment Group Assignment
...				
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate a commitment to lifelong learning.	V1	<ul style="list-style-type: none"> ▪ Individual problem-solving activities ▪ Pair and group discussions and activities 	<ul style="list-style-type: none"> ▪ Class participation ▪ Observation ▪ Individual Assignments ▪ Group Assignment
3.2	Practice an appropriate leadership and management skills to maintain team spirit.	V2	<ul style="list-style-type: none"> ▪ Individual problem-solving activities ▪ Pair and group discussions and activities 	<ul style="list-style-type: none"> ▪ Class participation ▪ Observation ▪ Individual Assignments ▪ Group Assignment
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Unit 1: Meaning, Definition of HRM, Objectives.	2





2.	Functions, Scope, Role of HR Manager.	2
3.	Human Resource Planning: Meaning, Definition, Importance, Factors affecting HR Planning, Process of HR Planning	2
4.	UNIT 2: Job Analysis: Meaning, Definition.	2
5.	Job Analysis: Process, Techniques.	2
6.	Job Design: Meaning, Definition & Objectives, Techniques	2
7.	UNIT 3: Recruitment: Meaning and Definition. Sources of Recruitment.	2
8.	Factors Affecting Recruitment Process.	2
9.	Selection: Meaning, Definition & Importance, Selection Process	2
10.	UNIT 4: Placement and Induction: Meaning, Definition, Objectives, Importance Training and Development: Meaning, Definition, Purpose of Training, Process, Methods.	2
11.	Performance Appraisal: Meaning, Definition, Process, Methods Career Planning: Meaning, Definition, Importance.	2
Total		22

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Class participation, assignments	1 - 10th	10%
2.	Quiz 1, 2	9 - 10th	10%
3.	Midterm	Week 5 & 6	30%
...	Final exam	Week 14& 15	50%

*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	Human Resource Management – Jawad syed& Robin Kramar
Supportive References	
Electronic Materials	1-Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily. 1. www.decalibrary.org 2. www.ipl.org





3. www.emc.com

Other Learning Materials

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classrooms to facilitate student engagement ,collaboration and connection between lecturer and student with: <ul style="list-style-type: none"> ▪ Movable tables and chairs conducive to group discussion and group work. Good lighting control.
Technology equipment (projector, smart board, software)	<ul style="list-style-type: none"> ▪ Smart classroom equipment including data show. ▪ Instructor station with Tablet PC-like technology. ▪ Multiple electronic display surfaces (LCD projectors, etc.). ▪ Reliable network connectivity. ▪ Laptop connection for instructor and student hook ups. Electrical Outlets.
Other equipment (depending on the nature of the specialty)	N/A

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students	Indirect
Effectiveness of Students assessment	Program Leader, External evaluator	Direct
Quality of learning resources	Instructor, Students	Indirect
The extent to which CLOs have been achieved	Quality Committee	Direct
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	SCIENTIFIC COMMITTEE OF THE DEPARTMENT OF MANAGEMENT AND MARKETING
REFERENCE NO.	2ND MEETING, ACADEMIC YEAR 2025, SUBJECT NO.3
DATE	12-09-2024



