



Course Specification

— (Bachelor)

Course Title: Employees Administration
Course Code: HRMT 341
Program: Bachelor in Business Administration
Department: Business and Marketing
College: College of Business
Institution: Jazan University
Version: <i>Course Specification Version Number</i>
Last Revision Date: <i>Pick Revision Date.</i>



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: (3)					
2. Course type					
A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Track	<input type="checkbox"/> Others
B.	<input checked="" type="checkbox"/> Required			<input type="checkbox"/> Elective	
3. Level/year at which this course is offered: (8th level/3rd year)					
4. Course general Description:					
<p>This course is an overview of Human Resource administrative functions for employees in contemporary organizations including human resource planning, human resource strategy, performance evaluation, employee benefits, compensation, career planning, labor relations, discipline, and safety and health. This course will examine how organizations meet their objectives through human resource administration, and how human resources align with the organization's mission, vision, and strategy.</p>					
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):					
<p>The course objective is to provide an understanding of Employees Administration and how it may be applied practically in various organizations. Specific objectives include providing students with the following:</p> <ul style="list-style-type: none"> • Primary Objective of the course is to recall or recognize terms, facts and concepts related to Employee Administration. • To summarize important and relevant elements of Employee Administration. 					

- To determine appropriate procedures & processes involved in Employee Administration
- To acquaint the students with various factors and issues related to Manpower Planning, Procurement and conditions of employment.
- • To know how organization maintain & retain its human resources.

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	33	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	33
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
Total		33

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			



Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
1.1	Describe precisely the employees' planning process	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	Define the types of performance appraisals	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
1.3	State the manpower forecasting techniques	K3	<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	Differentiate between training and development	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 Assignments ■ Group Assignment





Code	Course Learning Outcomes	Code of PLOs aligned with program	Teaching Strategies	Assessment Methods
2.2	Evaluate the methods of employees' recruitment and training.	S2	<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
2.3	Evaluate the methods of training as per need of the organization.	S3	<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	Share responsible employee's values in future and will serve the community in better way.	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				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	UNIT 1: Manpower Planning System: Definition and Meaning of Manpower Planning	3
2.	Unit 1: Objectives of Manpower Planning, Rationales for Manpower Planning	3





3.	Unit 1: The manpower planning process, Manpower forecasting techniques.	3
4.	UNIT 2: Recruitment and Selection: Definition and Meaning of Recruitment, Sources and Methods of Recruitment	3
5.	Unit 2: , Merits and Demerits of internal sources of recruitment, Merits and Demerits of external sources of recruitment	3
6.	Unit 2: Definition and Meaning of selection, Manpower Selection Process	3
7.	UNIT 3: Training & Development: Definition and Nature of Employee Training and Development,	3
8.	UNIT 3: Difference between Training and Development, Principles of effective learning	3
9.	UNIT 4: Performance Appraisal and Motivation: Definition and meaning of Performance Appraisal	3
10.	Unit 4: Types of Appraisals, Rationale for Performance Appraisal, Performance Appraisal Process, Qualities of effective Appraisal System	3
11.	Unit 4: Meaning and Nature of motivation, Motivation theories and practices, Methods of employee motivation,	3
Total		33

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%
4.	Final exam	Week 12&13	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, 15th Edition by Dessler. G, Pearson, 2017 Human Resources Administration by Webb & Norton, Pearson, 2013
Supportive References	Journal of International Management Organizational Dynamics British Journal of Industrial Relations Sloan Management Review,



	Californian Management Review International Journal of Service Industry Management
Electronic Materials	http://www.emeraldinsight.co/insight http://www.allbusiness.com Saudi Digital Library (SDL- www.sdl.edo.sa) website containing several hundred key business and management journals with full text articles with 6 databases. Ebsco Business Source Premier: A database containing several hundred key business and management journals with full text articles updated daily.
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)	

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

Assessment Areas/Issues	Assessor	Assessment Methods
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

