



## Course Specifications

<b>Course Title:</b>	<b>Human Resource Planning and Recruitment</b>
<b>Course Code:</b>	<b>HRM1311</b>
<b>Program:</b>	<b>Human Resources Management</b>
<b>Department:</b>	<b>Human Resources Management</b>
<b>College:</b>	<b>College of Business Administration</b>
<b>Institution:</b>	<b>Dar Al Uloom University</b>

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## A. Course Identification

<b>1. Credit hours: 3 Hours</b>
<b>2. Course type</b>
a. University <input type="checkbox"/> College <input checked="" type="checkbox"/> Department <input type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
<b>3. Level/year at which this course is offered:</b>
<b>4. Pre-requisites for this course (if any):</b>
<b>5. Co-requisites for this course (if any): None</b>

### 6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100%
2	Blended		
3	E-learning		
4	Distance learning		
5	Other		

### 7. Contact Hours (based on academic semester)

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

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course addresses the human resources planning theory and concepts. Students will learn about the importance of aligning human resources management with organizational plans and objectives. Students will examine the various elements of human resources planning including strategic planning, job analysis, and forecasting supply and demand. The course will examine how corporate business strategy influence human resources management practice. This course also provides an understanding of the process of recruitment and selection in organizations. Steps of recruitment and selection and process are clearly explained in this course. Further, the course introduces students to the processes involved in human resource planning, including qualitative and quantitative techniques in forecasting personnel requirements and possible solutions to addressing shortages and surpluses. Students will also be introduced to basic theories and strategies utilized in staffing, recruiting, selection, and planning.

### 2. Course Main Objective

What is the main purpose of this course?

At the end of the course, students should be able to do the following:

1. Describe the process of forecasting future HR requirements.

2. Explain concepts related to Human Resource planning.
3. Analyze the processes and issues related to recruitment, selection and placement.
4. Appraise the effectiveness of internal compared to external recruitment and selection and final placement.
5. Evaluate the interaction between planning, job analysis, recruitment, selection and rewards.

2. Briefly describe any plans for developing and improving the course that are being implemented. (e.g. increased use of IT or web based reference material, changes in content as a result of new research in the field)

The improvement process is an ongoing activity that should be applied through: Case studies added to make more interactive. Group projects assigned on courses topics through link theories with practices of planning, recruitment, selection, staffing and placement process in companies in KSA and the world.

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding</b>	
1.1	Define concepts, and theories of planning, Recruitment, Selection, placement, and staffing.	K.1
1.2	Explain techniques and terminology in the planning and recruitment process in organizational settings.	K.2
1.3	Understanding the implication of planning and recruitment strategies in the business environment.	K.3
1.4	Investigate problems related to human resource planning and recruitment processes.	K.4
<b>2</b>		
2.1	Apply the concepts, Principles and theories of planning and recruitment decisions in the various organizational context.	S.1
2.2	Critically evaluate staffing strategies in response to national and international business issues.	S.3
2.3	Demonstrate oral communication skills appropriate for conveying issues related to staffing processes.	S.5
<b>3</b>	<b>Values:</b>	
3.1	Exhibit commitment to academic ethics in planning and recruitment practices in an organizational setting.	V.1
3.2	Demonstrate effective and flexible teamwork in implementing human resource planning and recruitment practices in organizational settings.	V.3

### C. Course Content

No	List of Topics	Contact Hours
1	Staffing Models and Strategy	6
2	Human Resource planning	6
3	Job Analysis and Rewards	6
4	External and Internal Recruitment	6
5	External and Internal Selection	3
6	Decision Making	3
7	Final Match	3
8	Staffing System Management	6
9	Retention Management	6
<b>Total</b>		<b>45</b>

## D. Teaching and Assessment

### 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
<b>1.0</b>	<b>Knowledge and Understanding</b>		
1.1	Define concepts, and theories of planning, Recruitment, Selection, placement, and staffing.	Direct (Lecture, Demonstration, Drill & Practice) Indirect (Case study, Problem Solving, Reflective Discussion) Interactive (Discussion)	Written Exams (T/FQ, MCQ, and Short/Long essays)
1.2	Explain techniques and terminology in the planning and recruitment process in organizational settings.		Written Exams (Short and Long essays, Case study) Written Assignments (Essays and Reports)
1.3	Understanding the implication of planning and recruitment strategies in the business environment.		
1.4	Investigate problems related to human resource planning and recruitment processes.		
<b>2.0</b>			
2.1	Apply the concepts, Principles and theories of planning and recruitment decisions in the various organizational context.	Direct (Lecture, Demonstration) Indirect (Case Study, Reflective discussion) Interactive (Discussion, Role playing)	Written Exams (problem solving and case studies) Written Assignments (reports, and case studies). Oral Examination
2.2	Critically evaluate staffing strategies in response to national and international business issues.		
2.3	Demonstrate oral communication skills appropriate for conveying issues related to staffing processes.	Interactive ( Brainstorming, Cooperative learning ) Independent (Reports, projects, Assigned Questions)	Presentations (formal discussion individual and group) Projects
<b>3.0</b>	<b>Values:</b>		
3.1	Exhibit commitment to academic ethics in planning and recruitment practices in an organizational setting.	Role-playing, Group discussion, in-depth self-analysis exercise.	Presentations (formal discussion individual and group) Projects and case studies.
3.2	Demonstrate effective and flexible teamwork in implementing human resource planning and recruitment practices in organizational settings.		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz	3	10
2	Homeworks/Assessments/Projects	During Semester	20
3	Midterm Exam	9	30
4	Final Exam	16	40

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

## E. Student Academic Counseling and Support

**Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice:**

1. Eight Office hours weekly can be booked through the students' SIS account.
2. Online discussion through the LMS forums and instant messaging.
3. Instructor email available in the course syllabus.
4. Occasional mobile calls or SMS for urgent messages.

## F. Learning Resources and Facilities

### 1. Learning Resources

<b>Required Textbooks</b>	Heneman, H., Judge, T., Kammeyer-Mueller, J. (2019). <i>Staffing Organizations</i> . Ninth Edition, USA: McGraw-Hill Higher Education. Arthur, D. (2012). <i>Recruiting, Interviewing, Selecting &amp; Orienting New Employees (Recruiting, Interviewing, Selecting and Orienting New Employees)</i> . 5th Edition. USA: AMACOM. ISBN: 978-0814420249
<b>Essential References Materials</b>	Journals and Reports distributed on the bases of lectures delivered to the students.
<b>Electronic Materials</b>	Internet resources, Lecture slides-video
<b>Other Learning Materials</b>	Magazines and Newspaper

### 2. Facilities Required

Item	Resources
<b>Accommodation</b> (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom.
<b>Technology Resources</b> (AV, data show, Smart Board, software, etc.)	Data show + smart boards.
<b>Other Resources</b>	Internet access point.

Item	Resources
(Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	

## G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
End of semester Course Evaluation.	Students	Indirect
Effectiveness of teaching and assessment.	Peer reviewer	Indirect
Course learning outcomes assessment.	Faculty members	Direct
Quality of learning resources	Students	Indirect

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

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

**Assessment Methods** (Direct, Indirect)

## H. Specification Approval Data

Council / Committee	HRM DEPARTMENT COUNCIL - COB
Reference No.	
Date	APRIL 3, 2022


