



## Course Specifications

Course Title:	Human Resource Training and Development
Course Code:	HRM1313
Program:	Human Resources Management
Department:	Human Resources Management
College:	College of Business Administration
Institution:	Dar Al Uloom University

## Table of Contents

<b>A. Course Identification.....</b>	<b>3</b>
6. Mode of Instruction (mark all that apply) .....	3
<b>B. Course Objectives and Learning Outcomes.....</b>	<b>3</b>
1. Course Description .....	3
2. Course Main Objective.....	3
3. Course Learning Outcomes .....	4
<b>C. Course Content .....</b>	<b>4</b>
<b>D. Teaching and Assessment .....</b>	<b>5</b>
1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods .....	5
2. Assessment Tasks for Students .....	6
<b>E. Student Academic Counseling and Support .....</b>	<b>6</b>
<b>F. Learning Resources and Facilities.....</b>	<b>6</b>
1.Learning Resources .....	7
2. Facilities Required.....	7
<b>G. Course Quality Evaluation .....</b>	<b>7</b>
<b>H. Specification Approval Data .....</b>	<b>7</b>

## 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"/>	
3. Level/year at which this course is offered: Fifth / Third Year			
4. Pre-requisites for this course (if any): HRM1221			
5. Co-requisites for this course (if any): None			

### 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)	
	Total	45

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course provides students with an overview of the role of Training and Development in Human Resource Management. Topics include training needs analysis, program design, development, administration, delivery and program evaluation. Other topics include, career planning, training techniques, budgeting and trends in training.

### 2. Course Main Objective

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

1. Explain the role of training and development in human resources management.
2. Analyze the training needs of an organization.
3. Assess, design, access and implement various methods, techniques and sources of training.
4. Evaluate the value of the training once completed from the individual employee and the organization's viewpoint.

### 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge and Understanding</b>	
1.1	Define the basic principles, concepts of Training and development according to the requirement of national and global business environment.	K.1
1.2	Exhibit advanced understanding of the methods and techniques of training and development that can be used for organization sustainable growth.	K.2
1.3	Exhibit ongoing knowledge of different strategies of training and Development that can be applied to various organizational settings.	K.3
1.4	Possess knowledge and understanding of the research methods in the field of training and development	
<b>2</b>		
2.1	Analyze and interpret the effect of business environment on various types of training and development programs	S.1
2.2	Use different training strategies to solve complex problems related to train and develop employees	S.2
2.3	Critically evaluate training practices to provide innovative solutions to HR practices	S.3
<b>3</b>	<b>Values:</b>	
3.1	Exhibit commitment to personal, professional, and academic ethics in training practices in various organizational setting.	V.1
3.2	Demonstrate the ability to independently make sound decisions related to training practices	V.2

### C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Training & Development	3
2	Strategic Training	6
3	Needs Assessment	3
4	Learning & Transfer of Training	3
5	Program Design	6
6	Training Evaluation	6
7	Traditional Training Methods	6
8	Technology-Based Training Methods	6
9	Employee Development & Career 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
1.0	<b>Knowledge and Understanding</b>		
1.1	Define the basic principles, concepts of Training and development according to the requirement of national and global business environment.	Direct (Lecture, Demonstration) Indirect (Case Study) Interactive (Discussion) - Class discussion - Active Learning	Written Exams (T/FQ, MCQ, and Short/Long essays)
1.2	Exhibit advanced understanding of the methods and techniques of training and development that can be used for organization sustainable growth.	Direct (Lecture, Demonstration) Indirect (Case study, Reflective Discussion)	Written Exams (Long essays) Written assignments (reports, and case studies).
1.3	Exhibit ongoing knowledge of different strategies of training and Development that can be applied to various organizational settings.	Direct (Lecture, Demonstration) Indirect (Case Study) Interactive (Discussion)	Written Exams (Long/short essays) Written Assignments (reports, and cases)
1.4	Possess knowledge and understanding of the research methods in the field of training and development	Direct (Lecture, Demonstration) Indirect (Case Study) Interactive (Discussion)	Written Exams (Long essays) Written Assignments (reports, and case studies)
2.0	<b>Skills</b>		
2.1	Analyze and interpret the effect of business environment on various types of training and development programs	Direct (Lecture and Demonstration) Indirect (Case study) Interactive (Discussion, Brainstorming, and Cooperative learning)	Written Exams (Problem solving and case studies) Written Assignments (essay, reports, and case studies).
2.2	Use different training strategies to solve complex problems related to train and develop employees	Direct (Lecture and Demonstration) Indirect (Case study) Interactive (Discussion, Brainstorming,	Written Exams (Problem solving and case studies) Written Assignments (essay, reports, and case studies).

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
		and Cooperative learning)	
2.3	Critically evaluate training practices to provide innovative solutions to HR practices	Direct (Demonstration, Drill & Practice) Indirect (Case study, Problem solving, reflective discussion) Interactive (Brainstorming, and cooperative learning)	Written Exams (problem solving and case studies) Written assignments (reports, and case studies).
<b>3.0</b>	<b>Values</b>		
3.1	Exhibit commitment to personal, professional, and academic ethics in training practices in various organizational setting.	Role-playing, Group discussion, in-depth self-analysis exercise.	Case study, presentations and project.
3.2	Demonstrate the ability to independently make sound decisions related to training practices	Formal discussion (individual and group discussion), and case study	Projects and case studies.

## 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>	Noe, R-A. (2017). <i>Employee Training and Development</i> . Seventh Edition, USA: McGraw-Hill Higher Education.
<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> (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Internet access point.

## 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

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


