



# Course Specifications

<b>Course Title:</b>	<b>Human Resource Management</b>
<b>Course Code:</b>	<b>HRM1221</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 AlUloom University</b>

## 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.....	4
3. Course Learning Outcomes .....	4
<b>C. Course Content</b> .....	<b>5</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>7</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:</b> 3 Hours
<b>2. Course type</b>
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" 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> Fourth / Second Year
<b>4. Pre-requisites for this course (if any):</b> MGT1211
<b>5. Co-requisites for this course (if any):</b> 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	Correspondence		
5	Other		

## 7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
<b>Contact Hours</b>		
1	Lecture	45
2	Laboratory/Studio	
3	Tutorial	
4	Others (specify)	
	<b>Total</b>	45
<b>Other Learning Hours*</b>		
1	Study	1
2	Assignments	1
3	Library	
4	Projects/Research Essays/Theses	2
5	Others (specify)	
	<b>Total</b>	4

\* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course is an introductory overview of human resource management as a business function for future human resource managers, providing them with the basic of managing human resources activities; these include acquiring, developing, evaluating, disciplining and maintaining a qualified workforce that positively contribute to organizations effectiveness.

## 2. Course Main Objective

1. What is the main purpose for this course?

Upon successful completion of this course, students will be able to:

- a) Understand the elements and the main functions of HRM.
- b) Describe the field of HRM. Conduct a basic job analysis and apply this understanding of job requirements to other human resource management systems such as selection, performance appraisal, and compensation.
- c) Recognize basic human resource management tools such as performance appraisal forms and understand some of the technical details of human resource management practices.
- d) Use relevant theories for managing people in organizations.
- e) Analyze business challenges involving human resource systems.
- f) Critically assess and evaluate human resource policies and practices.

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):

Some case studies must be added in order to link the topics with the real world. LMS updated course materials are available.

## 3. Course Learning Outcomes

CLOs		Aligned PLOs
<b>1</b>	<b>Knowledge:</b>	
1.1	Define the basic concepts and terminologies related to the HR field.	K1
1.2	Discuss Cross cultural impact on various HRM practices in organizational settings.	K2
1.3	Explain the nature of human resource management functions, strategies, theories and practices within organizations.	K3
1.4	Recognize the importance of decision-making processes for HRM issues.	K4
<b>2</b>	<b>Skills:</b>	
2.1	Analyze the impact of business environment on HRM decisions.	S1
2.2	Apply the HRM practices to resolve HRM problems	S2
2.3	Analyze and solve contemporary HRM issues and problems using a range of HRM practices in response to the national and international business trends.	S2
<b>3</b>	<b>Competence:</b>	
3.1	Demonstrate interactive teamwork in utilizing HRM practices.	C1
3.2	Demonstrate entrepreneurial skills and participate in teams to implement and coordinate Various HRM activities.	C3
3.3	Apply problem solving techniques in HRM situations.	C4
3.4	Demonstrate written and oral communication skills to prepare a report on issues related to various HR functions.	C6

## C. Course Content

No	List of Topics	Contact Hours
1	The Challenge of Human Resources Management	3
2	Strategy and Human Resource Planning	6
3	Job Analysis and Job Design	6
4	Recruitment and Careers	3
5	Employee Selection	6
6	Training and Development	3
7	Performance Management	6
8	Managing Compensation	6
9	Pay-for-Performance: Incentive Rewards	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</b>		
1.1	Define the basic concepts and terminologies related to the HR field.	Direct (Lecture, Demonstration) Indirect (Case Study) Interactive (Discussion)	Written Exams (T/FQ, MCQ, and Short/Long essays)
1.2	Discuss Cross cultural impact on various HRM practices in organizational settings.		Written Exams (Long/short essays) Written Assignments (reports, and case studies).
1.3	Explain the nature of human resource management functions, strategies, theories and practices within organizations.		Written Exams (Long essays) Written Assignments (reports, and case studies).
1.4	Recognize the importance of decision-making processes for HRM issues.		
<b>2.0</b>	<b>Skills</b>		
2.1	Analyze the impact of business environment on HRM decisions.	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	Apply the HRM practices to resolve HRM problems		
2.3	Analyze and solve contemporary HRM issues and problems using a range of HRM practices in response to the national and international business trends.		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
3.0	<b>Competence</b>		
3.1	Demonstrate interactive teamwork in utilizing HRM practices.	Interactive (Brainstorming, Cooperative learning) Independent (Reports, projects, Assigned Questions)	Presentations (formal discussion individual and group) Practical Assignments/ Projects
3.2	Demonstrate entrepreneurial skills and participate in teams to implement and coordinate Various HRM activities.		
3.3	Apply problem solving techniques in HRM situations.		
3.4	Demonstrate written and oral communication skills to prepare a report on issues related to various HR functions.		

## 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	Mid term	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>	Scott Snell; Shad Morris; George W. Bohlander, (2017), <i>Managing Human Resources</i> , 17th Edition, Cengage Learning: ISBN-10: 1-285-86639-8, ISBN-13
<b>Essential References Materials</b>	Online Newspapers, magazines - PowerPoint slides for all chapters provided on LMS
<b>Electronic Materials</b>	Cengage Digital Learning Platforms, Power Point slides for each class posted on the course website. Feel free to print these before each class.
<b>Other Learning Materials</b>	- Noe, R-A., Hollenbeck, J., Gerhart, B., Wright, P. (2018). <i>Human Resource Management Gaining a competitive advantage</i> . Tenth Edition, USA: McGraw-Hill Higher Education. - Alan, P. (2011) - Mondy, W., Noe, R-M. (2005). <i>Human Resource Management</i> . 9th Edition, Prentice Hall.

### 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>	15/08/2019

