



Course Specifications

Course Title:	HRM1311
Course Code:	Human Resource Planning and Recruitment
Program:	Human Resources Management
Department:	Human Resources management
College:	College of Business Administration
Institution:	Dar AlUloom University

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A. Course Identification

1. Credit hours: 3 Hours
2. Course type 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"/>
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

1. 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		

2. Actual Learning Hours (based on academic semester)

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

1. What is the main purpose for 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
1	Knowledge:	
1.1	Define the concepts and theories of planning, recruitment, selection, placement, and Staffing.	K1
1.2	Discuss planning and recruitment process in cross culture organizational settings to achieve business goals.	K2
1.3	Differentiate between planning and recruitment strategies employed by organizations.	K3
1.4	Recognize different planning and recruitment issues and decision-making process.	K4
2	Skills:	
2.1	Analyze the effect of business environment on planning and recruitment decisions.	S1

CLOs		Aligned-PLOs
2.2	Analyze staffing strategies in response to national and international business issues.	S2
3	Competence:	
3.1	Demonstrate interactive teamwork skills in implementing human resource planning and recruitment practices in organizational settings.	C1
3.2	Show leadership in pursuit of innovative and practical solutions in staffing issues in organizations.	C2
3.3	Apply knowledge of planning and recruitment, and problem-solving methodologies in staffing processes.	C4
3.4	Demonstrate written and oral communication skills appropriate for conveying issues related to staffing processes.	C6

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
Total		45

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	Knowledge		
1.1	Define the 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	Discuss planning and recruitment process in cross culture organizational settings to achieve business goals.		Written Exams (Short and Long essays, Case study) Written Assignments (Essays and Reports)
1.3	Differentiate between planning and recruitment strategies employed by organizations.		
1.4	Recognize different planning and recruitment issues and decision-making process.		

2.0		Skills	
2.1	Analyze the effect of business environment on planning and recruitment decisions.	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	Analyze staffing strategies in response to national and international business issues.		
3.0		Competence	
3.1	Demonstrate interactive teamwork skills in implementing human resource planning and recruitment practices in organizational settings.	Interactive (Brainstorming, Cooperative learning) Independent (Reports, projects, Assigned Questions)	Presentations (formal discussion individual and group) Projects
3.2	Show leadership in pursuit of innovative and practical solutions in staffing issues in organizations.		
3.3	Apply knowledge of planning and recruitment, and problem-solving methodologies in staffing processes.		
3.4	Demonstrate written and oral communication skills appropriate for conveying issues related to staffing processes.		

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

Required Textbooks	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 & Orienting New Employees (Recruiting, Interviewing, Selecting and Orienting New Employees)</i> . 5th Edition. USA: AMACOM. ISBN: 978-0814420249
Essential References Materials	Journals and Reports distributed on the bases of lectures delivered to the students.
Electronic Materials	Power Point slides for each class will be posted on the course website. Feel free to print these before each class.
Other Learning Materials	Magazines and Newspaper

2. Facilities Required

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

Council / Committee	HRM DEPARTMENT COUNCIL - COB
Reference No.	
Date	15/08/2019


