



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 AlUloom University

Table of Contents

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

A. Course Identification

1. Credit hours: 3 Hours
2. Course type
a. University <input type="checkbox"/> College <input 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	Correspondence		
5	Other		

7. 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 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
1	Knowledge:	
1.1	Define the basic principles, concepts of training and development according to the requirement of business environment.	K.1
1.2	Discuss the variety of methods and techniques of training and development used in different cultures.	K.2
1.3	Differentiate between training and development strategies adopted by organizations.	K3
1.4	Integrate decision making process into different training and development issues.	K.4
2	Skills:	
2.1	Analyze and interpret the effect of business environment on implementing training and development programs.	S.1
2.2	Employ training and development programs to respond to the national and international business needs.	S.2
2.3	Critically evaluate training practices and actions towards business ethics and corporate social responsibility.	S.3
3	Competence:	
3.1	Demonstrate group/individual skills in coordination with the training and development methods.	C.1
3.2	Demonstrate leadership ability to design innovative training and development programs.	C.2
3.3	Apply training and development knowledges, quantitative analysis tools, and problem-solving methodologies in HRM situations.	C.4
3.4	Demonstrate written and oral communication skills in gathering, interpreting and for conveying training and development related issues.	C.6

C. Course Content

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
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 basic principles, concepts of training and development according to the requirement of business environment.	Direct (Lecture, Demonstration, Indirect (Case Study) Interactive (Discussion)	Written Exams (T/FQ, MCQ, and Short/Long essays)
1.2	Discuss the variety of methods and techniques of training and development used in different cultures.		Written Exams (Long essays) Written Assignments (reports, and case studies)
1.3	Differentiate between training and development strategies adopted by organizations.		
1.4	Integrate decision making process into different training and development issues.		
2.0	Skills:		
2.1	Analyze and interpret the effect of business environment on implementing training and development programs.	Direct (Lecture, Demonstration, Drill & Practice) Indirect (Case study, Reflective Discussion). Interactive (Discussions, Brainstorming, Cooperative learning)	Written Exams (Problem solving and case studies) Written Assignments (reports, and case studies)
2.2	Employ training and development programs to respond to the national and international business needs.		
2.3	Critically evaluate training practices and actions towards business ethics and corporate social responsibility.		
3.0	Competence:		
3.1	Demonstrate group/individual skills in coordination with the training and development methods.	Interactive (Brainstorming, Cooperative learning) Independent (Reports, projects, Assigned Questions)	Presentations (formal discussion individual and group) Practical Assignments/ Projects
3.2	Demonstrate leadership ability to design innovative training and development programs.		
3.3	Apply training and development knowledges, quantitative analysis tools, and problem-solving methodologies in HRM situations.		
3.4	Demonstrate written and oral communication skills in gathering, interpreting and for conveying training and development related issues.		

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quiz	3	10%
2	Homework /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	Noe, R-A. (2017). <i>Employee Training and Development</i> . Seventh Edition, USA: McGraw-Hill Higher Education.
Essential References Materials	Journals and reports – will be distributed time to time depending upon topics covered during lecture sessions.
Electronic Materials	Lecture slides - video
Other Learning Materials	Training and Development assessment forms, 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

