



## Course Specifications (Postgraduate Degree)

<b>Course Title:</b>	Human Resources Management
<b>Course Code:</b>	HRM531
<b>Program:</b>	Master of Business Administration - MBA
<b>Department:</b>	
<b>College:</b>	College of Business Administration - COB
<b>Institution:</b>	Dar Al Uloom University

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## A. Course Identification

<b>1. Credit hours:</b> 3
<b>2. Course type</b> <input checked="" type="checkbox"/> Required <input type="checkbox"/> Elective
<b>3. Level/year at which this course is offered:</b> Level 2 / Year 1
<b>4. Pre-requisites for this course (if any):</b> All Level 1 courses
<b>5. Co-requisites for this course (if any):</b> Not Applicable

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

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	45	100
2	Blended	Not Applicable	Not Applicable
3	E-learning		
4	Distance learning		
5	Other		

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

No	Activity	Learning Hours
1	Lecture	45
2	Laboratory/Studio	Not Applicable
3	Seminars	
4	Others (specify)	
<b>Total</b>		

## B. Course Objectives and Learning Outcomes

### 1. Course Description

This course is basically designed to provide students the basic understanding of key HRM functions, which include HR planning, recruitment & selection, compensation, performance evaluation, and training & development. It helps to understand human resource management principles and theories and useful to understand how we can apply these in the organization operating in a globalized world.

### 2. Course Main Objective

The main course objectives are as follows:

- (1) Enable the students to acquire thorough understanding of HR practices.
- (2) To acquaint the student with HR skills and affairs
- (3) To Enable the student's analyses all phenomena related to HR.

### 3. Course Learning Outcomes

Course Learning Outcomes (CLOs)		Aligned PLOs*
<b>1</b>	<b>Knowledge and understanding</b>	
1.1	Possess thorough knowledge and critical understanding of the functional aspects of Human Resource Management including Recruitment, selection, training and development, compensation and benefits, and their current application to business administration professional practice.	PLOK1
1.2	Exhibit critical understanding of various procedures, techniques, and analytical approaches to increase knowledge in Human Resource management practices.	PLOK2
1.3	Aware of recent regulatory provisions in the local and international environment that might affect various functions of Human resource management practices.	PLOK3
<b>2</b>	<b>Skills:</b>	
2.1	Apply a diverse set of Human resource management skills, strategies, models, and practices to deal with a wide range of business situations.	PLOS1
2.2	Solve human resource management-related complex and unpredictable problems in an innovative way in business administration-related practices.	PLOS2
2.3	Apply research to investigate human resources management complex problems and situations, using a variety of digital technology media and software in analyzing and processing data and information.	PLOS3
2.4	Critically evaluate and make effective use of mathematical and statistical data, using qualitative and quantitative methods for strategic managerial decision-making in various functions of Human Resource management.	PLOS5
<b>3</b>	<b>Values:</b>	
3.1	Take initiative through teamwork, continuous curiosity-driven passion for learning, and decision-making ability that results in fundamental change and independent progress aimed towards solving complex human resource management problems.	PLOV2
3.2	Effectively participate in research areas and cooperate with professional teams and provide leadership qualities to make decisions and contribute to creating innovative ways of HR practices in the workplace.	PLOV3

\* Program Learning Outcomes

### C. Course Content

No	List of Topics	Contact Hours
1	Concept and overview of human resource management	6
2	Job Analysis: Job Description, Job Specification and	6
3	Human Resources Planning: Meaning, Concepts, Practices and Techniques.	6
4	Recruitment, Selection and Placement: Concepts, methods and Practices	3
5	Recruitment, Selection and Placement: Techniques	3

6	<i>Training and Development: Meaning, Concepts, types and practices</i>	3
7	<i>Performance Evaluations: Meaning, Concepts, methods</i>	3
8	<i>Career Management: meaning, concepts and types</i>	3
9	<i>Wage and salary Administration: meaning, concepts and practices</i>	3
10	<i>Managing Employee relations</i>	3
11	<i>Internal Mobility</i>	3
12	<i>Discipline, dispute resolution, and employee assistance</i>	3
<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	<i>Possess thorough knowledge and critical understanding of the functional aspects of Human Resource Management including Recruitment, selection, training and development, compensation and benefits, and their current application to business administration professional practice.</i>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• In-class Discussions</li> <li>• Tutorials</li> <li>• Internet Search</li> <li>• Use of textbooks and reference material</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Presentations</li> <li>• Oral Examinations</li> <li>• Quizzes</li> <li>• Problem-Solving Exercises</li> <li>• Written Examinations</li> </ul>
1.2	<i>Exhibit critical understanding of various procedures, techniques, and analytical approaches to increase knowledge in Human Resource management practices.</i>		
1.3	<i>Aware of recent regulatory provisions in the local and international environment that might affect various functions of Human resource management practices.</i>		
<b>2.0</b>	<b>Skills</b>		
2.1	<i>Apply a diverse set of Human resource management skills, strategies, models, and practices to deal with a wide range of business situations.</i>	<ul style="list-style-type: none"> <li>• Case-Study Learning</li> <li>• Seminars</li> <li>• Use of Self-Study and e-Learning Material</li> </ul>	<ul style="list-style-type: none"> <li>• Oral Presentations</li> <li>• Oral Examinations</li> <li>• Written Examinations</li> </ul>
2.2	<i>Solve human resource management-related complex and unpredictable problems in an innovative way in business administration-related practices.</i>		
2.3	<i>Apply research to investigate human resources management complex problems and situations, using a</i>		

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
	variety of digital technology media and software in analyzing and processing data and information.		
2.4	Critically evaluate and make effective use of mathematical and statistical data, using qualitative and quantitative methods for strategic managerial decision-making in various functions of Human Resource management.		
3.0	<b>Values</b>		
3.1	Take initiative through teamwork, continuous curiosity-driven passion for learning, and decision-making ability that results in fundamental change and independent progress aimed towards solving complex human resource management problems.	<ul style="list-style-type: none"> <li>• Group Work</li> <li>• Self-Directed Study</li> <li>• Reflective Written Work</li> </ul>	<ul style="list-style-type: none"> <li>• Project</li> <li>• Oral Presentations</li> <li>• Written Exams</li> </ul>
3.2	Effectively participate in research areas and cooperate with professional teams and provide leadership qualities to make decisions and contribute to creating new in the workplace.		

## 2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Quizzes	5 and 12	10%
2	Project / Presentations / Case study	10 / Continuous	20%
3	Midterm Exam	7	30%
4	Final Exam	15	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. Five 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>	<ul style="list-style-type: none"> <li>د/ مدني علاقي ، إدارة الموارد البشرية ، دار العبيكان للنشر والتوزيع ، الطبعة 2015</li> <li>Dessler, Gary (2010). Human Resource Management. Pearson: New York ISBN13: 9781408259177; ISBN10: 1408259176</li> </ul>
<b>Essential Reference Materials</b>	Selected Articles
<b>Electronic Materials</b>	<ul style="list-style-type: none"> <li>Documents from the Saudi Electronic Library and various websites.</li> <li>Study materials are available through online resources available from various publishers (Cengage; McGraw Hill)</li> </ul>
<b>Other Learning Materials</b>	Microsoft Excel

### 2. Educational and research Facilities and Equipment 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/Issues** (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>	COB Postgraduate Council
<b>Reference No.</b>	MOM 1/2020-2021
<b>Date</b>	6/09/2020

