هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

Course Specification

هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification
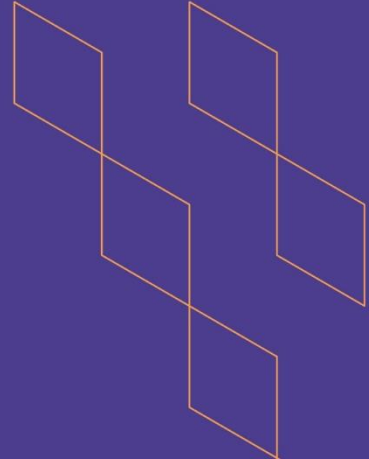
Course Title: Human Resource Management	
Course Code: HRM-223	
Program: BSBA (HRM)	
Department: Human Resource Management	
College: College of Business Administration/	
Institution: Prince Sattam Bin Abdulaziz University, Al Kharj	
Version: 2022	
Last Revision Date: 20-3-2023	

Table of Contents:

A. General information about the course:

Course Identification				
1. Credit hours:	4 (4+0+0)			
2. Course type				
a.	University ☒	College ☐ Department☒	Track☐	Others☐
b.	Required ☒	Elective☐		
3. Level/year at which this course is offered:		Second Year/ Trimester six		
4. Course general Description				
This course will provide a thorough review of HR Concepts & Techniques and helps the students to understand fundamental HR Practices which would help them in making future HR Decisions and solving multi-faceted problems. The major topics include Conceptual Framework of Human Resource Management, HR Planning, Developing HR, Measuring Performance, and other contemporary issues such as blackboard etc.				
5. Pre-requirements for this course (if any): MGT-201				
6. Co- requirements for this course (if any):				
7. Course Main Objective(s)				
To provide basic and advance information of Human Resource Management.				

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	√	100
2.	E-learning		
3.	Hybrid • Traditional classroom • E-learning		
4.	Distance learning		

2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	44
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	

5.	Others (specify)	4	
	Total		44

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Describe the development and significance of the concept of Human Resource Management (HRM).		Class Lecture linking with past & future topics	Homework Assignments & Short quizzes at the end of each unit. Midterm and Final Examination
1.2	Outline the HR planning process, recruitment and selection.		Class Lecture linking with past & future topics	Homework Assignments & Short quizzes at the end of each unit. Midterm and Final Examination
1.3	Define Training & Development needs, types, roles, techniques and importance		Class Lecture linking with past & future topics	Homework Assignments & Short quizzes at the end of each unit. Midterm and Final Examination
2.0	Skills			
2.1	Judge the ability to gather background information for building and understanding the HRM concept		Lectures Helpful methods/tools •Flow Chart •SWOT Analysis	Homework Assignments & Short quizzes at the end of each unit. Midterm and Final Examination
2.2	Justify the various functional fields of HRM		Cause & Effect Diagram	Homework Assignments & Short quizzes at the end of each unit. Midterm and Final Examination
2.3	Interpret the ability to develop plan for recruitment and		•5 Whys •PEST Analysis	Homework Assignments & Short

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	selection of people into the organization			quizzes at the end of each unit. Midterm and Final Examination
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate a critical thinking skills followed by group consensus		Discussion-based lectures Home assignments Group Discussions Group Social Project Case study analysis Role Play Interaction with industry experts. Participation in Community Development Program	Evaluation of case analysis, class presentations, Project evaluation & feedback on discussions.
3.2	Analyze ethical behavior skills to work and understand diverse work force		Discussion-based lectures	Evaluation of case analysis, class presentations, Project evaluation & feedback on discussions.

C. Course Content

No	List of Topics	Contact Hours
1.	Conceptual Framework Definition; development of the core concept, importance; responsibilities, introduction of Strategic HRM; Changing roles & Future Challenges of HRM	8
2.	HR Planning Planning process, Job Analysis, Recruitment & Selection methods, types and process	8
3.	Developing HR Training needs, process, techniques, importance, techniques and career management	8
4.	Measuring Performance Purpose; importance; appraisal methods, tools and feedback	8

5.	Meaning, Ethics fair treatment and Justice, Ethical behavior at work, role of HR Management in fostering ethics and fair treatment	12
	Total	44

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Home Assignment (At least two)	4th & 8th	%5
2.	Case Study / Class participation / Presentation	7th	%5
3.	Mid Term Examination-I	7th	25%
.4.	Quiz (At least two)	4th & 9th	15%
5.	Final Examination	12th	50%

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Mathis & Jackson. Human Resource Management, 5/e South Western. ISBN-13: 9780324592412 Human Resource Management Journal. ISSN 0954-5395 International Journal of Human Resource Management. ISSN 0958-5192 Journal of Cross Cultural Human Resource Management. ISSN: 1470-5958
Supportive References	Garry Dessler, (2014). Human Resource Management, 13/e, ISBN- 9788131725382, Prentice Hall, Pearson Education. Arab Edition
Electronic Materials	List Electronic Materials (eg. Web Sites, Social Media, Blackboard, etc.) Emerald /Ebsco data base and Saudi digital library coursematerial@sau.edu.sa
Other Learning Materials	Multimedia associated with the text book and the relevant websites

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Lecture room with capacity at least 35 seats
Technology equipment (projector, smart board, software)	Computer with internet connection and unique data sets for each students depending on the class size
Other equipment (depending on the nature of the specialty)	n/a

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Students Feedback through survey:	At the end of each academic semester, students' feedback is taken. A survey form entitled, Course

Assessment Areas/Issues	Assessor	Assessment Methods
		Evaluation Survey (CES) provided by NCAAA is administered by Quality & Development Unit regularly using the Survey Monkey portal. In the CES, Q.No.5 to Q.No.9 reflects the students' opinion on the effectiveness of teaching. Further, students can also provide their feedback on the effectiveness of teaching using the open ended questions given at the end of CES.
Effectiveness of students assessment	# Peer-Observation: # Self-Assessment:	1. A senior faculty from the college/department nominated by DC visits the class and observes at least 2-3 classes during the entire semester. Peer observer provides his feedback on a template provided by Deanship of Development & Quality viz. class observation form for developing the teaching learning process. 2. At the end of each semester, the course instructor self-reflects his experiences during the semester and prepares the course report, which is discussed at the DC/CC for further improvement

Assessment Areas/Issues	Assessor	Assessment Methods
Quality of learning resources	# Conduct of workshop on Teaching Methodology: # Periodical Review of the Teaching Strategies:	1. Each academic year Deanship of Development & Quality conducts various workshops on teaching methodologies and tools and faculty are nominated to attend these workshops 2. The Department council periodically reviews the teaching strategies of individual faculty members mentioned in course specifications and suggest measures for Improvement of Teaching.
The extent to which CLOs have been achieved	# In-house check marking of final Assessment Sheets # External Experts Independent verification and opinion: # Maintaining the Course Portfolio:	1. Check marking by an independent member of teaching staff of a sample of student work 2. Department randomly select the samples of students' work (Exam answer sheets, home assignments etc.) from the faculty course portfolio and send it to the external evaluators already identified by each department 3. Each semester updating the course portfolio by providing samples of all kind of assessment

Assessment Areas/Issues	Assessor	Assessment Methods
Other		

Assessor (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	Supervisor of the department
REFERENCE NO.	
DATE	20 th March 2023