



T-104
2022

Course Specification





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Course Title: Human Resource Planning & Development
Course Code: HRM-305
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



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A. General information about the course:

Course Identification	
1. Credit hours:	4 (4+0+0)
2. Course type	
a.	University <input checked="" type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Track <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:	Third Year/ Trimester Nine
4. Course general Description People are the critical factor in how organizations perform, and success depends on how effectively we analyze, manage and develop our human resources in unpredictable business situation. This course endeavors to instill and update understanding of the concept of Human Resource Planning and Developing in detail. This course emphasizes on basic concept of Human Resource Planning, Tools & Practices, Developing Human Resources, and Evaluation, Trends & Issues.	
5. Pre-requirements for this course (if any): HRM- 223	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s) To emphasizes on basic concept of Human Resource Planning, Tools & Practices, Developing Human Resources, and Evaluation, Trends & Issues.	

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	√	100
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> • 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)	
	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 various concepts of Human Resource Planning & Development		Class Lecture, Case Discussion	Home Assignment, Quiz
1.2	Outline the Human Resource Planning & Development. tools and practices		Class Presentation,	Quiz, Presentation, Midterm, Assignment
1.3	Recognize the needs, types, roles and importance of Human Resource Planning & Development.		Class Presentation, Group Discussion	Midterm, Quiz, Assignment, Final Examination
2.0	Skills			
2.1	Develop conceptual skills of Human Resource Planning & Development within the organizational frameworks & systems.			Assignment, Quiz, Midterm, Presentation
2.2	Explain analytical skill, evaluate and justify and interpret Human Resource Planning & Development			Midterm and One Final Examination at the end of the semester
3.0	Values, autonomy, and responsibility			
3.1	Show the critical understanding of human Relations approach for Human Resource		Class Lecture, Group Discussion,	Assignment, Quiz, Midterm





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	Planning & Development			
3.2	Demonstrate professional skills to deal with people related issues during the process of Human Resource Planning & Development.		Presentation, Group Discussion , Role Playing and Business games	Midterm and One Final Examination at the end of the semester

C. Course Content

No	List of Topics	Contact Hours
1.	Basic Concept Human Resource Management, Concept of Human Resource Planning, and Strategic Human Resource Planning	8
2.	Tools & Practices-I Human Resource Planning Process, Productivity, Technology & HRP.	8
3.	Tools & Practices-II Job Analysis, Description and Job Evaluation, HR Recruitment, Selection & Induction.	8
4.	Development of Human Resources Career Planning, Development and Succession Planning, Training and Performance Appraisal, Transfer, Promotion & Job Rotation	12
5.	Evaluation, Trends & Issues HR Accounting & Audit, HR Information Systems and other emerging trends and issues in HRPD	8
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	<ul style="list-style-type: none"> • James W. Walker, Human Resource Planning. McGraw Hill. ISBN-13:978-0070678408 • Bandt& Haines. Successful Strategic Human Resource Planning. Systems Thinking Press (2003). ISBN 0-9719159-0-3 • R. Noe and J. Hollenbeck. Human Resource Management. McGraw Hill. ISBN-13: 9780070620100
Supportive References	<p>Rothwell & Kazanas, (2003). Planning & Managing Human Resource-Strategic Planning for Personnel Management. HRD Press, Inc. ISBN 0-87425-718-2</p> <p>Bhattacharya, D.K., (2002). Human Resource Planning. Excel Books, New Delhi, ISBN-13: 9788174462954</p>
Electronic Materials	<p>Websites on the internet that are relevant to the topics of the course like:</p> <p>Emerald/Ebsco data base</p> <p>www.Wikipedia.com</p> <p>www.Google.com/statistics</p> <p>Saudi Digital Library</p>
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 25 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 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:	<ol style="list-style-type: none"> 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





Assessment Areas/Issues	Assessor	Assessment Methods
		his experiences during the semester and prepares the course report, which is discussed at the DC/CC for further improvement
Quality of learning resources	# Conduct of workshop on Teaching Methodology: # Periodical Review of the Teaching Strategies:	<ol style="list-style-type: none"> 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:	<ol style="list-style-type: none"> 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





Assessment Areas/Issues	Assessor	Assessment Methods
		identified by each department 3. Each semester updating the course portfolio by providing samples of all kind of assessment
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

