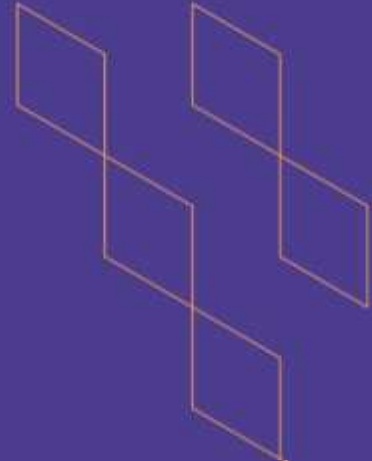




T-104
2022

Course Specification



Course Title:	Performance and Rewards Management
Course Code:	BA4605
Program:	BA Degree in Business Administration
Department:	Business Administration
College:	College of Business
Institution:	Umm Al-Qura University
Version:	2
Last Revision Date:	04/02/2023



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A. General information about the course:

Course Identification	
1. Credit hours:	4
2. Course type	
a.	University <input 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: Level 11	
4. Course general Description	
<p>This course provides all the essential information for students of performance and rewards management. It combines theory and practice to help students master related key concepts and apply their learning. It covers all the key areas of performance and rewards management including appraisal, pay structures and pay setting, job evaluation and employee benefits.</p>	
5. Pre-requirements for this course (if any):	
BA2601	
BA2602	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s)	
<p>For students to acquire the detailed applications of rewards management in the workplace, and how to plan effective policies and practices to improve employees performance.</p>	

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	30	75%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> • Traditional classroom • E-learning 	10	25%
4.	Distance learning		



2. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	Lectures	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify) (Discussions and Applications)	10
	Total	40

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	Understand the theoretical frameworks and legal context of performance and rewards	K1	Lectures and case studies	Exams, Assignments, class engagement, and Projects
1.2	Learn the application of non-financial reward	K3	Lectures and case studies	Exams, Assignments, class engagement, and Projects
1.3	Comprehend the discussion of international performance and rewards management	K2	Lectures and case studies	Exams, Assignments, class engagement, and Projects
1.4	Comprehend the techniques of appraisal management	K4	Lectures and case studies	Exams, Assignments, class engagement, and Projects





Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.0	Skills			
2.1	Demonstrate practical skills in pay structure and pay setting	S2	Lectures and case studies	Exams, Assignments, class engagement, and Projects
2.2	Devise rewards and compensations strategies	S6	Lectures and case studies	Exams, Assignments, class engagement, and Projects
2.3	Apply job evaluation technique	S1	Lectures and case studies	Exams, Assignments, class engagement, and Projects
2.4	Devise performance related rewards	S3	Lectures and case studies	Exams, Assignments, class engagement, and Projects
3.0	Values, autonomy, and responsibility			
3.1	Apply self-management, time management and sensitivity to diversity in people and different situations	V3	Lectures and case studies	Assess each group achievements
3.2				

C. Course Content

C. Course Content

No	List of Topics	Contact Hours
1	Introducing performance & reward management	5
2	Strategic Performance Management	5
3	Defining and Measuring Individual Work Performance	5
4	Base pay structures and relationships	5



5	Pay-setting, composition and progression	5
6	Non-financial rewards	5
7	Performance-related Rewards and Absence Management	5
8	International performance & reward management	5
Total		30

D. Students Assessment Activities

NO	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignment 1	3	10
2	Test 1	4	15
3	Assignment 2	6	10
4	Test 2	8	15
5	Final exam	12	50
7	Total		100

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	<p>Reward Management: Alternatives, Consequences and Contexts Stephen J Perkins, Sarah Jones (2020)</p> <p>Performance Management: Theory and Practice Susan Hutchinson (2013) https://www.perlego.com/book/1589807/performance-management-pdf</p>
Supportive References	Rose, M. (2018) Reward management: a practical introduction. 2nd ed. London: CIPD Kogan Page
Electronic Materials	<p>Journal of Human Resource Management International Journal of HRM</p> <p>Cotton, C. (2019) Bonuses and incentives. Factsheet. London: Chartered Institute of Personnel and Development. Available</p>

	<p>at: www.cipd.co.uk/knowledge/fundamentals/people/pay/bonuses-factsheet Cotton, C. (2019) Job evaluation and market pricing. Factsheet. London: Chartered Institute of Personnel and Development. Available at: www.cipd.co.uk/knowledge/strategy/reward/market-pricing-factsheet</p>
Other Learning Materials	<p>Marchington, M., Wilkinson, A Donnelly, R and Kynighou, A. (2020). Human Resource Management at work: the definitive guid. 7th ed. London. CIPD website</p>

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom, lab
Technology equipment (projector, smart board, software)	Data Show, Smart Board , , software
Other equipment (depending on the nature of the specialty)	None

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Chair, Students, External Stakeholders Department and quality committee	Open discussions with the students Anonymous surveys
Effectiveness of students assessment	Chair, Students, External Stakeholders Department and quality committee	Checking marking by the students themselves if it's possible Using the help of other members in reviewing the assignments/exams
Quality of learning resources	Chair, Students, External Stakeholders	Review of course portfolios



Assessment Areas/Issues	Assessor	Assessment Methods
	Department and quality committee	Instructor assessment by students
The extent to which CLOs have been achieved	Chair, Students, External Stakeholders Department and quality committee	Course specifications are periodically reviewed at the departmental level. Courses are updated periodically and compared to the benchmark standards.
Other		

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

Assessment Methods (Direct, Indirect)

G. Specification Approval Data

COUNCIL /COMMITTEE	BA DEPARTMENT
REFERENCE NO.	
DATE	5/02/ 2023

