هيئة تقويم التعليم والتدريب
Education & Training Evaluation Commission

T-104
2022

Course Specification

Course Title:	Human Resource Management (1)
Course Code:	BA2601
Program:	BA Degree in Business Administration
Department:	Business Administration
College:	College of Business
Institution:	Umm Al-Qura University
Version:	2
Last Revision Date:	28/01/2023

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#	Assessment task*	Week Due	Percentage of Assessment
1	Assignment 1	3	
2	Test 1	4	
3	Assignment 2	6	
4	Test 2	8	
5	Role playing (interviewing)	9 &10	
6	Final exam	12	
7			

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

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A. General information about the course:

Course Identification					
1. Credit hours:	3				
2. Course type					
a.	University ☐	College ☐	Department☒	Track☐	Others☐
b.	Required ☒	Elective☐			
3. Level/year at which this course is offered: Level 7					
4. course description This course is an introduction to human resource management in modern corporation. The material describes the practices of the human resource functions along with the theories that support them. The course draws from many disciplines and includes the dynamics of various individual, group, and organizational processes.					
5. Pre-requirements for this course (if any): BA1301 BA1302					
6. Co- requirements for this course (if any):					
7. Course Main Objective(s) For students to acquire the necessary understanding for applying basic HR principles and policies to the HR functions related to HR strategy, job analysis, and the recruitment process.					

1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	30	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	30
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify)	
	Total	30

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 role of human resource managers in modern corporations and how practices are evolving.	K1	Lectures. Class work and in class discussions	1- Short tests and quizzes. 2- Homework. 3- Assignments 4- Exams
1.2	Learn concepts and approaches that will enable you to align appropriate HR practices with firm business strategy.	K3	Lectures. Class work and in class discussions	1- Short tests and quizzes. 2- Homework. 3- Assignments 4- Exams
2.0	Skills			
2.1	write job descriptions, and interviewing.	S5	Case studies Homework. Dialogues and discussions. Lectures	1- Short tests and quizzes. 2- Homework. 3- Assignments 4- Exams

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
2.2	Devise recruitment and selection strategies and procedures	S5	Lecture Case studies	1- Short tests and quizzes. 2- Homework. 3- Assignments 4- Exams
3.0	Values, autonomy, and responsibility			
3.1	Apply self-management, time management and sensitivity to diversity in people and different situations	V3	Divide students in groups and change the leadership of groups each period	Group Presentation Assess each group achievements
3.2	Show the ability to work within teams	V1	Group project Role playing	Case studies Group project

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Human Resource Management	3
2	Human resource management strategy and analysis	3
3	Job Analysis and the talent management process	6
4	Personnel Planning and Recruiting	6
5	Employee testing and selection	6
6	Interviewing Candidates	6
Total		30

A. Students Assessment Activities

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Assignment 1	3	5
2	Test 1	4	15
3	Assignment 2	6	5
4	Test 2	8	15
5	Role playing (interviewing)	9 &10	10
6	Final exam	12	50
7			

***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	**Fundamentals of Human Resource Management** Gary Dessler, (2019) *Florida International University*, *5th edition.* Pearson
Supportive References	Journal of Human Resource Management International Journal of HRM
Electronic Materials	N/A
Other Learning Materials	Marchington, M., Wilkinson, A Donnelly, R and Kynighou, A. (2020). Human Resource Management at work: the definitive guid. 7th ed. London. Saudi Labor Regulations

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 Department and quality committee	Review of course portfolios 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	28/01/2023