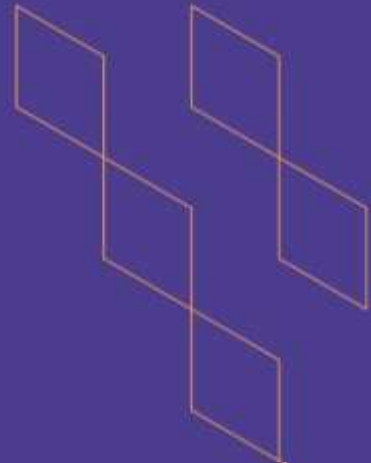




T-104  
2022

## Course Specification



Course Title:	Human Resource Management (2)
Course Code:	BA2602
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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<b>#</b>	<b>Assessment task*</b>	<b>Week Due</b>	<b>Percentage of Assessment</b>
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 <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 8
4. course description The content of the Human Resources Management (2) module extends the subject matter of the Human Resources Management (1) module into the international arena, and exposes students to the management of training, pay and performance appraisal.	
5. Pre-requirements for this course (if any): BA1301 BA1302 BA2601	
6. Co- requirements for this course (if any):	
7. Course Main Objective(s) The main aim of this module is to equip students with the necessary HRM practices related to pay, performance and training to apply them in Multinational corporations and small enterprises.	

### 1. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1.	Traditional classroom	24	750%
2.	E-learning		
3.	Hybrid <ul style="list-style-type: none"> <li>• Traditional classroom</li> <li>• E-learning</li> </ul>	6	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)	
	<b>Total</b>	<b>30</b>

## 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	<b>Knowledge and understanding</b>			
1.1	Understand the nature of HRM activities in modern Multinational Corporations and small/Medium enterprises.	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 students to align appropriate Training and performance management practices with firm strategy.	K3	Lectures. Class work and in class discussions	1- Short tests and quizzes. 2- Homework. 3- Assignments 4- Exams
1.3	Understand the aspects of employee relations and careers.	K2	Lectures. Class work and in class discussions	- Homework. - Assignments
2.0	<b>Skills</b>			
2.1	The ability to identify training requirements for organizations	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	Develop and administer at least three performance appraisal tools.	S5	Lecture Case studies	1- Short tests and quizzes. 2- Homework. 3- Assignments 4- Exams
2.3	The ability to manage HRM activities in Multinational Corporations	S3	Lecture Case studies	Assignments 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

### C. Course Content

No	List of Topics	Contact Hours
1	Training and Developing Employees	3
2	Performance Management and Appraisal	6
3	Managing Careers	3
4	Developing Compensation Plans	6
5	Maintaining Positive Employee Relations	3
6	Managing HR Globally	6
7	Managing Human Resources in Small and Entrepreneurial Firms	3
<b>Total</b>		<b>30</b>





## 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	<b>Fundamentals of Human Resource Management</b> Gary Dessler, (2019) <i>Florida International University, 5<sup>th</sup> edition.</i> 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. 7 <sup>th</sup> 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

