Course Specifications

Course Title:	**Human Resource Management**
Course Code:	**HRM 570**
Program:	**MBA**
Department:	**Management**
College:	**College of Business Administration**
Institution:	**Prince Sultan University**

Table of Contents

A. Course Identification

1. Credit hours: 3 Cr Hrs	

2. Course type

a. University ☐   College ■   Department ☐   Others ☐

b. Required ☐   Elective ☐

3. Level/year at which this course is offered:

Final year of the Program

4. Pre-requisites for this course (if any)**:**

BUS 570 Managing People and Organization

5. Co-requisites for this course (if any)**:**
Nil

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	**Traditional classroom**	45	%100
2	**Blended**		
3	**E-learning**		
4	**Correspondence**		
5	**Other**		

7. Actual Learning Hours (based on academic semester)

No	Activity	Learning Hours
Contact Hours		
1	**Lecture**	45
2	**Laboratory/Studio**	
3	**Tutorial**	
4	**Others** (specify)	
	Total	45
Other Learning Hours*		
1	**Study**	15
2	**Assignments**	15
3	**Library**	15
4	**Projects/Research Essays/Theses**	15
5	**Others** (specify)	
	Total	60

* The length of time that a learner takes to complete learning activities that lead to achievement of course learning outcomes, such as study time, homework assignments, projects, preparing presentations, library times

B. Course Objectives and Learning Outcomes

1. Course Description
As modern management demands have continued to grow at an accelerating rate, the realization that the fate of the organization center on how well its human resources are utilized has become abundantly clear. Hence, the tremendous importance of the HR function to the organization as a whole is only now being recognized. By dealing with both the myriad of recent economical and financial changes in the Middle-East scene and our changing demographics HR has found itself catapulted to the forefront of the organization. This course is designed to acquaint students with a more in-depth understanding of HR issues, including regulatory requirements, economic conditions, planning, job enrichment, development of employee manuals, and the steps involved in hiring employees.

2. Course Main Objective
This course is designed to acquaint students with a more in-depth understanding of HRM issues, including regulatory requirements, economic conditions, planning and staffing, job enrichment, training and development, performance appraisal, compensation and benefits, industrial relations and safety and health.

3. Course Learning Outcomes

	CLOs	Aligned PLOs
1	**Knowledge:**	
1.1	Understand the basic concepts, functions and processes of human resource management	PLO 1
1.2	Understand the role, functions and functioning of human resource department of the organizations.	PLO 1
2	**Skills :**	
2.1	Analyze and Evaluate various HRM processes such as Recruitment, Selection, Training, Development, Performance appraisals and Reward Systems and Compensation Plans.	PLO 1 PLO 3
2.2	Develop ways in which human resources management might diagnose a business strategy and then facilitate the internal change necessary to accomplish the strategy	PLO 1 PLO 3
3	**Competence:**	
3.1	Demonstrate the ability to work effectively in teams.	PLO 2 PLO 4
3.2	Demonstrate effective communication skills and apply related technology.	PLO 2 PLO 4

C. Course Content

No	List of Topics	Contact Hours
1	Introduction to Human Resource Management	3
2	HRM Strategy and Analysis	3
3	Job Analysis & Talent Management Process	6
4	Personnel Planning & Recruiting	3
5	Employee Testing & Selection	3
6	Interviewing Candidates	3
7	Training and Developing Employees	3

8	Performance Management and Appraisal	3
9	Employee Retention, Engagement and Careers	3
10	Pay for Performance and Financial Incentives	3
11	Benefits and Services	3
12	Ethics and Employee Rights and Discipline	3
13	Employee Safety and Health	3
Total		42

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	**Knowledge**		
1.1	Understand the basic concepts, functions and processes of human resource management	Teaching strategies used are lectures and independent study assignments. Introductory lecture gives an overview of the content and significance of the course and of its relationship to students' existing knowledge. Each subsequent lecture begins with a similar overview linking the particular content of the presentation to the general overview. Small group discussions review the content of each lecture and clarify any matters not understood. Individual assignments require use of library reference material and web sites to identify information required to complete tasks.	Case Studies/ Class activities, Group Project, Major Exam 1 and 2, and Final Exam
1.2	Understand the role, functions and functioning of human resource department of the organizations.		
2.0	**Skills**		
2.1	Analyze and Evaluate various HRM processes such as Recruitment, Selection, Training, Development, Performance appraisals and Reward Systems and Compensation Plans.	Class discussions, reading and case exercises, exam questions, and group project	Class discussions, exams, case study exercises, and project paper.
2.2	Develop ways in which human resources management might diagnose a business strategy and then facilitate the internal change necessary to accomplish the strategy		
3.0	**Competence**		
3.1	Demonstrate the ability to work effectively in teams.	Class discussion and debate, case study exercise in group,	

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
3.2	Demonstrate effective communication skills and apply related technology.	class knowledge based activities in groups and presentation as a group.	Class attendance and participation, evaluation of teamwork in project and class activities

2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Major Exam 1	Week 6	%15
2	Article Review	Week 4 and Week 9	%10
3	Major Exam 2	Week 10	%15
4	Case studies/ Class Activities	All Weeks	%5
5	Final Project and Presentation	Week 13/14	%15
6	Final Exam	Check Edugate	%40

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

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :
Office Hours
Sunday 10:00-11:00; 1:00-2:00; Tuesday 1:00-2:00; Thursday: 1:00-2:00
Advising Hours
Monday 5:00-6:00; Tuesday: 5:00-6:00

F. Learning Resources and Facilities

1.Learning Resources

Required Textbooks	Dessler, G. (2015), Human Resource Management, 13th Edition, England: Pearson Education.
Essential References Materials	a) Personnel Review b) Employee Relations c) People Management d) Industrial Relations Journal e) Work, Employment & Society f) British Journal of Industrial Relations g) Human Resource Management Journal h) International Journal of Human Resource Management

	a)https://www.mol.gov.sa/ b)http://www.saudiembassy.net/about/countryinformation/laws/Labor _and_Workmen_Law-1of4.aspx c)http://www.arabnews.com/ d)http://www.bayt.com/en/saudi-arabia/jobs/ e)http://timesofindia.indiatimes.com/topic/Saudi-ministry-of-labour f) www.cipd.co.uk
Electronic Materials	
Other Learning Materials	a) Dessler, G. and AlAriss, A. (2012). Human Resource Management (Arab World Edition). Pearson Education. b) Torrington, D., Hall, I., Taylor, S. and Atkinson, C. (2011). Human Resource Management (8th Edition). F Prentice Hall, Pearson Education.

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Suitable lecture room to accommodate the size of the students (i.e. 20 seats), LCD projector, internet connection and smart-board
Technology Resources (AV, data show, Smart Board, software, etc.)	Computer and internet access. WhatsApp group, Twitter accounts, snap Chat, Moodle
Other Resources (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)	Additional HR articles Presentations made by guest speakers

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
At the end of each semester, teaching evaluation will be conducted where confidential completion of standard course evaluation questionnaire will be distributed to the students.	Students	Evaluation Survey
Observations and assessment from Associate Chair regarding teaching quality	Associate Chair	Observation
Independent assessment of standards achieved by students through course exit survey	Students	Course Exit Survey (focused on achievement of CLO)

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)
Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)
Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	

Date	