

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education		وزارة التعليم العالي
Syrian Virtual University		الجامعة الافتراضية السورية

Course Description- Human Resource Management

1- Basic Information:

Course Name	Human Resource Management
Course ID	BMN203
Contact Hours (Registered Sessions)	18
Contact Hours (Synchronized Sessions)	18
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	18
Synchronized Session Work Load	18
Credit Hours	4

2- Pre-Requisites:

Course	ID
Fundamentals of Management	BMN101

3- Course General Objectives:

The purpose of this course is to clarify the concept of human resource management, to outline its historical development and its growing importance in the success of organizations, as well as to describe the functions carried out by the Human Resource Manager. Student will also understand the process of job analysis and design which allows him to achieve the human resource planning correctly. In addition, this course explains how to attract the best candidates in the labor market, then how to develop them based on the training needs assessment, performance evaluation and career development systems. In this course, we will also clarify how to build a fair compensation system. Finally, the student must identify the importance of Employee safety and health services, its types and how to design it.

4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Understand the historical development of Human Resource Management concept, identify the functions of the HR manager, and the role of managers in the different administrative levels in the application of HRM.
ILO2	Identify the concepts of job analysis and design, its different approaches and the

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	adequate methods for obtaining the required information.
ILO3	Understand the human resource planning process
ILO4	Understanding the recruitment and selection process and identify the different sources used to obtain a pool of suitable candidates.
ILO5	Understanding the process of designing a training programme.
ILO6	Understand the importance of performance appraisal, its relation with other functions in human resources management, and identify the most important methods used in this field.
ILO7	Identify the compensation system structure and understand how to design it, in addition to identify the different types of incentives used in the organizations.
ILO8	Identify the different types of mobility for workers within the organization, and realize its importance for workers as well as for the organization.
ILO9	Understand the importance of employee safety and health programmes in the organizations.

5- Course Syllabus (18 hours of total synchronized sessions;18 hours of total Recorded Sessions)

- **RS:** Recorded Sessions; **SS:** Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	Chapter_1:The nature of Human Resource Management <ul style="list-style-type: none"> • The concept of human resource management • The role of the HR Manager • The importance of human resource management 	4.5	4.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together
	Chapter_2:Historical Evolution of Human Resource Management <ul style="list-style-type: none"> • Evolution of Human Resource Management • Responsibility of Human Resource Management • Human Resource Management or Personnel Management. 				
ILO2	Chapter_3: Job Analysis and Design <ul style="list-style-type: none"> • Concept of job analysis and design 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars	In this course, theoretical and practical parts are

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	<ul style="list-style-type: none"> • Objectives and importance of job analysis and design • Job design • Approaches of job design • Methods of collecting job data • Approaches of job analysis • Job description • Steps in job analysis • Job evaluation 			<input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	integrated together
ILO3	Chapter_4: Human Resource Planning <ul style="list-style-type: none"> • Benefits of human resource planning • Requirements of human resource planning • Steps in human resource planning 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together
ILO4	Chapter_5: Recruitment and Selection <ul style="list-style-type: none"> • Sources of recruitment • Selection process • Problems and obstacles in selection process 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together
ILO5	Chapter_6: Human Resource Training <ul style="list-style-type: none"> • Basic concepts of training • Training design process 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together
ILO6	Chapter_7: Performance Appraisal <ul style="list-style-type: none"> • Define performance appraisal • Performance appraisal methods • Elements of performance appraisal 	3	3	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together

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	system <ul style="list-style-type: none"> • Raters • Data sources • Uses of performance appraisal results • Characteristics of an effective performance appraisal system • Performance appraisal obstacles 				
ILO7	Chapter_8: Compensation systems <ul style="list-style-type: none"> • Base wage and salary system • Methods used in the base wage system • Conditions of a successful base wage system • Job evaluation • Base wage/salary structure • Incentive pay systems 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together
ILO8	Chapter_9: Mobility in the organization <ul style="list-style-type: none"> • Promotion: criteria, problems and responsible parties • Mobility policy • Forms of separation from the organization 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together
ILO9	Chapter_10: Employee safety and health <ul style="list-style-type: none"> • Objectives of Industrial safety and health programmes • Health services programmes • Industrial safety programme 	1.5	1.5	<input type="checkbox"/> Exercises <input checked="" type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	In this course, theoretical and practical parts are integrated together

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6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams	Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Work		

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
ILO1	Understand the historical development of Human Resource Management concept, identify the functions of the Director of HRM, and the role of managers in the different administrative levels in the application of HRM.		X		X		X
ILO2	Identify the concepts of job analysis and design, its different approaches and the adequate methods for obtaining the required information.		X		X		X
ILO3	Understand the human resource planning process		X		X		X
ILO4	Understanding the recruitment and selection process and identify the different sources used to obtain a pool of suitable candidates.		X		X		X
ILO5	Understanding the process of designing a training programme.		X		X		X
ILO6	Understand the importance of performance appraisal, its relation with other functions in human resources management, and identify the most important methods used in this field.		X		X		X
ILO7	Identify the compensation system structure and understand how to design it, in addition to		X		X		X

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	identify the different types of incentives used in the organizations.						
ILO8	Identify the different types of mobility for workers within the organization, and realize its importance for workers as well as for the organization.		X		X		X
ILO9	Understand the importance of employee safety and health programmes in the organizations.		X		X		X

7- Practice Tools:

Tool Name	Description

8- Main References

1. عباس، سهيلة محمد؛ علي، علي حسين، "إدارة الموارد البشرية"، دار وائل للنشر، عمان، 1999.
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4. Noe. Raymond A, John R.H, Barry G, and Patrick M. W, **Human resource management**, Seventh edit, Mc Graw Hill, 2010

9- Additional References

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- 2- الدوري، حسين، "إعداد وتدريب القوى البشرية، دراسة تحليلية لأهم الأصول العامة في التنمية الإدارية"،

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3- حسن، عادل، "إدارة الأفراد والعلاقات الإنسانية"، الدار الجامعية للطباعة والنشر، بيروت، 1984.

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5- البلبيسي، أسامة زياد، "جودة الحياة الوظيفية وأثرها على الأداء الوظيفي للعاملين في المنظمات غير الحكومية في قطاع غزة"، رسالة ماجستير في إدارة الأعمال، الجامعة الإسلامية، غزة، 2012.

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8- Schuler. Randall S. **Managing Human Resources**, 5th ed, west publishing co., New York 1995. PP 36 – 37.

9- Storey J., **Human Resource Management, critical text**, London, Routledge, 2007.