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Course Description: Human Resources Management

1- Basic Information:

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| Course Name | Human Resources Management |
| Course ID | BHR401 |
| Contact Hours (Registered Sessions) | 24 |
| Contact Hours (Synchronized Sessions) | 18 |
| Mid Term Exam | - |
| Exam | 75 min |
| Registered Sessions Work Load | 48 |
| Synchronized Session Work Load | 18 |
| Credit Hours | 5 |
| Course Level | 4 |

2- Pre-Requisites:

| Course | ID |
|----------------------------|--------|
| Fundamentals of Management | BMN401 |

- 3- **Course General Objectives:** this course aims to explain the concept of human resources management and its historical development, how important it is for modern organizations, and defines the implementation principals of human resources management functions as job analysis and job design, job description, human resources planning, selection and recruitment, human resource development, employee compensation, performance assessment, safety and health, employees and labor relations.

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4- Intended Learning Outcomes (ILO)

| Code | Intended Learning Outcomes |
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| ILO1 | To determine the evolution of human resources management, from personnel management and staff to intellectual capital Management and performance management. |
| ILO2 | The student understands the process of work analysis and define the steps to determine the work loading. |
| ILO3 | The student can set the list of job description with its basic contents, based on the Job analysis. |
| ILO4 | The student can determine the supply and demand of human resources management. |
| ILO5 | The student compares the internal and external recruiting and determines which is the best for the organization based on the analysis of different criteria related to the organization and the labor market. |
| ILO6 | The student determines the types of selection tests required for each administrative level and necessary for the distinction between knowledge, Attitude and skill. |
| ILO7 | The student will be convinced with the necessity and importance of training, and determines how to do the TNA and understands training results evaluation methods. |
| ILO8 | The student distinguishes accurately between performance appraisal and performance management, and will be able to identify general indicators for performance evaluation. |
| ILO9 | The student distinguishes between Direct and indirect compensation, and between financial and non financial compensations depend on job assessment. |
| ILO10 | The student distinguishes between mental health and occupational safety and will be aware of the importance of support for mental health and morale of the workers. |

5- Course Syllabus (24 hours of total Recorded Sessions, 18hours of total synchronized sessions)

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

| ILO | Course Syllabus | RS | SS | Type | Additional Notes |
|------------------------|---|----------|--------|--|--|
| ILO1 | <ul style="list-style-type: none"> • Introduction: evolution of administrative thoughts and the theory of human relations till the concept of HR. • The concept and importance of human resources management in organizations | 1.5 H | 1 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Case studies | Development of human resources management concepts and its application in Syrian organizations. |
| -ILO1 ILO4- ILO5 | <ul style="list-style-type: none"> • Human resources management work environment: including the internal and external environment for human resources management work. | 1.5 H | 1 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Giving students an assignment about an analysis of the environment surrounding human resources management. |

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| ILO6- ILO8 | <ul style="list-style-type: none"> • Business ethics and social responsibility in human resources management: Ethical models in Human resources management – Ethics training and auditing – Social contract | 1.5 H | 1H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Program for the application of social responsibility in human resources management- Examples of ethics |
| -ILO2 -ILO3 | <ul style="list-style-type: none"> • Employment Management: By focusing on the integration between work analysis, work design and job descriptions | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Job description forms for a number of jobs in the organizations-and the contents of each card |
| ILO4- ILO6 | <ul style="list-style-type: none"> • Human resources planning: relationship with the strategic plan-relationship with work analysis and workload-Downsizing of workforce and restructuring employment. | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | |
| ILO5 | <ul style="list-style-type: none"> • Recruiting: types, sources and mechanisms • Selection and placement: selection steps and Tests | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Clarifying some tests for some of the core functions in the organizations and for various levels of management. |
| ILO7 | <ul style="list-style-type: none"> • Human resource development: includes training, training needs assessment, training content design and evaluation of training results | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Introduce a training needs analysis modules and criteria for evaluation of training outcomes. |
| ILO8 | <ul style="list-style-type: none"> • Staff and career path development through individual characteristics, competency analysis, HR plan, promotions and employee empowerment. | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | |
| ILO8 | <ul style="list-style-type: none"> • Performance management: By evaluating performance and linking it to the career path and incentives. Evaluation criteria and conditions of success. | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Introduce models for performance evaluation |
| ILO9 | <ul style="list-style-type: none"> • Compensation and job | 2 H | 1.5 | <input type="checkbox"/> Exercises | |

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| | evaluation: Through job evaluation, financial and non-financial compensation, as well as direct and indirect, are calculated and managed | | H | <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | |
| ILO10 | <ul style="list-style-type: none"> safety and Health: focus on Psychology and mental health as well as the occupational safety of workers | 1.5 H | 1 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | |
| ILO6- ILO7- ILO8- ILO9 | <ul style="list-style-type: none"> Labor and workers relations: by highlighting the behavioral aspects of labor relations, the role of labor unions, workers ' rights and the administration | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | |
| ILO6- ILO7- ILO8- ILO9 | <ul style="list-style-type: none"> International Human resources management: through the management of cultural diversity and analysis of the International working environment and selection and recruitment criteria for international human staff. | 2 H | 1.5 H | <input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others | Introduce case study of some organizations in the selection of external managers and training in international management |

6- Assessment Criteria (Related to ILOs)

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|------|--|----|---------------|-----|---------|
| 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 | To determine the evolution of human resources management, from personnel management and staff to intellectual capital Management and performance management. | Discusses the difference between the developed concepts of human resources management | X | | X | | |

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| ILO2 | The student understands the process of workanalysis and define the steps to determine the workloading. | Give the student a specific job to analyze. | X | X | | | |
| ILO3 | The student can set the list of job description with its basic contents, based on the Job analysis. | The student sets a job description list for a basic function. | X | X | X | | |
| ILO4 | The student can determine the supply and demand of human resources management. | Explain the concept and the nature of the comparison between supply and demand | X | | X | | |
| ILO5 | The student compares the internal and external recruiting and determines which is the best for the organization based on the analysis of different criteria related to the organization and the labor market. | Student explains the negative and positive aspects of every source of recruiting | X | | | | X |
| ILO6 | The student determines the types of selection tests required for each administrative level and necessary for the distinction between knowledge, Attitude and skill. | The student gives examples of the indicators which must be measured for a particular administrative level | X | X | | | X |
| ILO7 | The student will be convinced with the necessity and importance of training, and determines how to do the TNA and understands training results evaluation methods. | The student develops a model for identifying training needs and justifies its contents and usefulness | X | | X | | |
| ILO8 | The student distinguishes accurately between performance appraisal and performance management, and will be able to identify general indicators for performance evaluation. | The student determines the criteria for performance evaluation in many levels in companies | X | X | X | | |
| ILO9 | The student distinguishes between different methods of job Assessment, and the student distinguishes between direct, indirect, financial and non-financial compensation.. | The student explains the meaning and types of compensations. | X | | X | | |

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| ILO10 | The student distinguishes between mental health and occupational safety and will be aware of the importance of support for mental health and morale of the workers. | Student explains the meaning of both mental health and occupational safety | X | | X | | |
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7- Practice Tools:

| Tool Name | Description |
|--------------------------------------|--|
| Criteria and indicators in Templates | Models in job descriptions, resource planning, performance appraisal models, training needs identification and evaluation of training programs |

8- Main References

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| 1- Mondy R. Wayne, 2017, Human resource management, 15 edit, pearson education, New Jersey. 2- Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy, 2016, Managing Human resources, 11 edit, Pearson education, New Jersey. 3- Raymond A. Noe, John R. Hollenbech, Barry Gerhart, Patrick Wright, 2016, Human Resource Management, Gaining A competitive Advantage, 10 edit, Mc Graw-Hill companies, Singapore. |
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9- Additional References

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| 1- Tesone, D.V, 2015, Human resource management in the hospitality industry, Pearson Prentice Hall, USA |
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