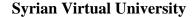
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Course Description: Human Resource Management

1- Basic Information:

Course Name	Human Resource Management
Course ID	BHR401
Contact Hours (Registered Sessions)	24
Contact Hours (Synchronized Sessions)	18
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	36
Synchronized Session Work Load	18
Credit Hours	4
Course Level	4

2- Pre-Requisites: None

Course	ID
Introduction to Management	BMN401

3- Course General Objectives:

The course aims to familiarize students and learners with the concepts of human resource management, its components, divisions, functions and practices in light of its increasing importance in the success of organizations **through the identification of**:

- 1- Basic concepts in human resource management, organization, functions, historical development and practices.
- 2- Job analysis and description and the methodology for preparing the job description card.
- 3- Mechanisms, methods and methodology of human resources planning.
- 4- Employment mechanisms such as attracting human resources and the methodology for selecting employees.
- 5- The components of the human resources development and training process and training methods.
- 6- The methodology for evaluating the performance of human resources, its standards, procedures, and evaluation conditions.
- 7- Job evaluation methodology and business evaluation methods.
- 8- Systems of payment of wages, compensation and incentives, and acquiring the skill of setting the structure of wages and compensation.

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- 9- The process of developing the career path, mobility and career movement in organizations and maintaining human resources.
- 10-Labor relations, their types, their organization and the role of trade unions.
- 11- Work environment, occupational health and safety programs, occupational hazards and work accidents.
- 12 Recent trends in human resource management.

4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes
ILO1	Learn the basic concepts in human resource management, organization, functions, historical development and practices.
ILO2	Possessing the skill of job analysis and description, and the methodology for preparing the job description card.
ILO3	Enable the student to become familiar with the mechanisms, methods and methodology of human resource planning.
ILO4	Enable the student to familiarize himself with the recruitment mechanisms of attracting human resources and the methodology for selecting employees.
ILO5	Identify the components of the human resources development and training process, training methods and models.
ILO6	Realize and understand the methodology for evaluating human resource performance, its standards, procedures, and evaluation conditions.
ILO7	Realize and understand job evaluation methodology and business evaluation methods.
ILO8	Learn about the systems of payment of wages, compensation and incentives, and acquire the skill of setting the structure of wages and compensation.
ILO9	Studying and analyzing the process of career path development, mobility and career movement in organizations, and the retention of human resources.
ILO10	Knowing about labor relations, their types, their organization and the role of trade unions
ILO11	Study and analyze the work environment, and learn about occupational health and safety programs, occupational hazards, and work accidents.
ILO12	Researching recent trends in the field of human resource management.

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

• RS: Recorded Sessions; SS: Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	Human resource management: concept, definition, organization and departments	2	1.5	☐ Exercises☐ Assignments☐ (TD)	In this theoretical and practical book they are integrated together
ILO2	Job analysis and description	2	1.5	☐ Exercises☐ Assignments☐ (TD)	In this theoretical and practical book they are integrated together

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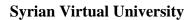
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	Human resource planning	2		Exercises	In this theoretical and
ILO3			1.5	Assignments	practical book they are
				(TD)	integrated together
	Selection and recruitment of human	2		Exercises	In this theoretical and
ILO4	resources		1.5	Assignments	practical book they are
				(TD)	integrated together
	Human resource Training	2		Exercises	In this theoretical and
ILO5			1.5	Assignments	practical book they are
				(TD)	integrated together
	Human resource performance	2		Exercises	In this theoretical and
ILO6	evaluation		1.5	Assignments	practical book they are
				(TD)	integrated together
	Business and job evaluation	2		Exercises	In this theoretical and
ILO7			1.5	Assignments	practical book they are
				(TD)	integrated together
	Wages, compensation and incentives	2		Exercises	In this theoretical and
ILO8			1.5	Assignments	practical book they are
				(TD)	integrated together
	Plan and develop career path and	2		Exercises	In this theoretical and
ILO9	retain human resources		1.5	Assignments	practical book they are
				(TD)	integrated together
	work's relationships	2		Exercises	In this theoretical and
ILO10			1.5	Assignments	practical book they are
				(TD)	integrated together
	Work environment and occupational	2		Exercises	In this theoretical and
ILO11	health and safety		1.5	Assignments	practical book they are
				(TD)	integrated together
	Recent trends in human resource	2		Exercises	In this theoretical and
ILO12	management		1.5	Assignments	practical book they are
				(TD)	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 Wo	rk		

				Ass	Assessment Type							
ILO Code	ILO	Intended Results	ISC	PW	Ex	PF2F	Rpt					
ILO1	Learn the basic concepts in human resource management, organization, functions, historical development and practices.	 Identify the basic concepts of human resources management. Study the stages of the historical development of human resources management. Recognizing the shifts in human resource management. The ability to define the components and functions of human resources management. Realizing the factors affecting the organization of human resources management. Studying and analyzing the central and decentralized organization of human resources management. Determining and analyzing the types of skills required for workers in human resources management. Possessing knowledge about the roles and qualities of the human resources manager. 	~	*	•		✓					
ILO2	Possessing the skill of job analysis and description, and the methodology for preparing the job description card.	 Understand the concepts of job analysis and job descriptions. Study business structuring and how to describe business. Possessing the skill and methodology of working analysis methodology. Possessing the skill of preparing the job description card. 	√	~	✓		✓					
ILO3	Enable the student to become familiar with the mechanisms,	1- Understand the nature and definition of human resource planning. 2- Having the ability to define human resource planning requirements.	√	✓	✓		✓					

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	methods and	3- Study and analyze the stages of human				
	methodology of	resource planning.				
	human resource	resource planning.				
	planning.					
	Enable the student	1- Understand the nature and definition of				
	to familiarize	polarization.				
	himself with the	2- Study the factors affecting the				
	recruitment	polarization process.				
	mechanisms of	3- Having the ability to determine the				
	attracting human	sources and methods of polarization.				
пол	resources and the	4- Understand the nature and definition of	,		,	
ILO4	methodology for	human resource selection.	\checkmark	✓	✓	✓
	selecting	5- Study the objectives of selecting human				
	employees.	resources.				
	emproj cost	6- Study the stages of the process of				
		attracting human resources.				
		7 - Knowing the tools and means of				
		selecting human resources.				
	Identify the	1- Learn about human resources training in				
	components of the	terms of concept and definition.				
	human resources	2- Having the ability to define the goals of				
ILO5	development and	human resource training.				
	training process,	3- The ability to study and analyze the		✓	,	
	training methods	stages of the human resources	✓	~	✓	V
	and models.	training process.				
		4- Study human resource training methods.				
		5- Identify scientific training problems and				
		obstacles.				
	Realize and	1- Understand the nature and definition of				
	understand the	performance evaluation.				
	methodology for	2- Identify the reasons for interest in				
	evaluating human	performance evaluation, and its				
	resource	objectives.				
	performance, its	3- Having the ability to define the				
	standards,	conditions of performance standards,				
	procedures, and	and the skill to study and analyze				
ILO6	evaluation	performance evaluation criteria.	✓	✓	✓	✓
1200	conditions.	4- Having the ability to study and analyze				
		approaches and methods for				
		determining performance evaluation				
		criteria.				
		5- Possessing the skill and methodology of				
		performance evaluation and				
		procedures.				
		6- Analyzing performance evaluation			1	
	Danken av 3	methods.			1	
	Realize and	1- Understand the concept of business			1	
II 07	understand job	valuation	√	✓	/	./
ILO7	evaluation	2- Determine the importance of evaluating	٧	•		•
	methodology and	business and jobs 3. The ability to analyze business				
	business	3- The ability to analyze business				

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	evaluation	evaluation factors and test principles.				
	methods.	4- Study and analyze methods of				
	memous.	evaluating business and jobs.				
	Learn about the					
		1- Know the basic concepts of wages and				
	systems of	compensation				
	payment of wages,	2- Having the ability to determine the				
	compensation and	types of wages.				
	incentives, and	3- Having the ability to determine and				
ILO8	acquire the skill of	analyze types of compensation.	✓	✓	✓	✓
	setting the	4- The ability to analyze the methods of				
	structure of wages	paying wages and salaries.				
	and compensation.	5- Having the ability to determine the				
		types of incentives.				
		6- Knowing the conditions for the success				
		of the incentive system.				
	Studying and	1- Understand the nature and nature of				
	analyzing the	career development				
	process of career	2- Realizing the importance of career				
	path development,	planning and development				
	mobility and	3- Possessing knowledge about the uses of				
	career movement	career planning and development				
	in organizations,	4- Determine and study the requirements				
	and the retention	for effective career planning				
ILO9	of human	5- The ability to determine the stages of	✓	✓	✓	\checkmark
	resources.	career planning and development				
		6- Identify the responsibility for planning				
		and developing the career path				
		7- Identify problems of career planning				
		and development and how to solve				
		them				
		8- Understanding the concept of retaining				
		human resources				
	Knowing about	1- Understand the concept and importance				
	labor relations,	of labor relations.				
	their types, their	2- The student is able to know the reasons				
	organization and	that lead organizations to pay				
	the role of trade	attention to work relations				
	unions	3- Developing the student's awareness of				
ILO10		the most important theories	✓	✓	✓	✓
12010		explaining relationships in the work				
		environment.				
		4- Knowing the mechanisms for managing				
		and organizing labor relations				
		5- Knowing the role assigned to trade				
		unions.				
	Study and analyze	1- Learn about the concept of work bias,			1	
	the work	its types and effects on occupational				
	environment, and	health and safety.				
ILO11	learn about	2- The student is able to know the	✓	✓	✓	✓
	occupational health and safety	motivations of the organizations to				
	nearm and safety	adopt occupational health and safety			l	

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	programs,	programs.				
	occupational	3- Developing student's awareness of the				
	hazards, and work	role of occupational health and safety				
	accidents.	management in organizations				
		4- Knowing the most important				
		occupational health and safety				
		management procedures				
	Researching	Having the ability to study, analyze and				
	recent trends in	describe recent trends in the field of				
	the field of human	human resource management,				
	resource	namely:				
	management.	1. Strategic management of human				
		resources.				
		2. Electronic human resources				
		management				
		3. Human resource management				
		4. Empowering workers				
		5. Managing work teams				
		6. Organizational citizenship behavior				
ILO12		7. Job enrichment	✓	✓	✓	✓
		8. Intellectual capital management				
		9. Knowledge management				
		10. Innovation management				
		11. Quality of job life				
		12. Talent management				
		13. Outsourcing the tasks of human				
		resources management				
		14. Managing human resources based on				
		Competencies				
		15. Human resources management in				
		companies with international activity				

7- Practice Tools:

Tool Name	Description			
Non one				

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