

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
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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	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO2	Job analysis and description	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together

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ILO3	Human resource planning	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO4	Selection and recruitment of human resources	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO5	Human resource Training	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO6	Human resource performance evaluation	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO7	Business and job evaluation	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO8	Wages, compensation and incentives	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO9	Plan and develop career path and retain human resources	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO10	work's relationships	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO11	Work environment and occupational health and safety	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they are integrated together
ILO12	Recent trends in human resource management	2	1.5	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> (TD)	In this theoretical and practical book they 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	Learn the basic concepts in human resource management, organization, functions, historical development and practices.	1. Identify the basic concepts of human resources management. 2. Study the stages of the historical development of human resources management. 3. Recognizing the shifts in human resource management. 4. The ability to define the components and functions of human resources management. 5. Realizing the factors affecting the organization of human resources management. 6. Studying and analyzing the central and decentralized organization of human resources management. 7. Determining and analyzing the types of skills required for workers in human resources management. 8. 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.	1- Understand the concepts of job analysis and job descriptions. 2- Study business structuring and how to describe business. 3- Possessing the skill and methodology of working analysis methodology. 4- 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 methodology of human resource planning.	3- Study and analyze the stages 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.	1- Understand the nature and definition of polarization. 2- Study the factors affecting the polarization process. 3- Having the ability to determine the sources and methods of polarization. 4- Understand the nature and definition of human resource selection. 5- Study the objectives of selecting human resources. 6- Study the stages of the process of attracting human resources. 7 - Knowing the tools and means of selecting human resources.	✓	✓	✓		✓
ILO5	Identify the components of the human resources development and training process, training methods and models.	1- Learn about human resources training in terms of concept and definition. 2- Having the ability to define the goals of human resource training. 3- The ability to study and analyze the stages of the human resources training process. 4- Study human resource training methods. 5- Identify scientific training problems and obstacles.	✓	✓	✓		✓
ILO6	Realize and understand the methodology for evaluating human resource performance, its standards, procedures, and evaluation conditions.	1- Understand the nature and definition of performance evaluation. 2- Identify the reasons for interest in performance evaluation, and its objectives. 3- Having the ability to define the conditions of performance standards, and the skill to study and analyze performance evaluation criteria. 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 methods.	✓	✓	✓		✓
ILO7	Realize and understand job evaluation methodology and business	1- Understand the concept of business valuation 2- Determine the importance of evaluating business and jobs 3- The ability to analyze business	✓	✓	✓		✓

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

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	programs, occupational hazards, and work accidents.	<p>programs.</p> <p>3- Developing student's awareness of the role of occupational health and safety management in organizations</p> <p>4- Knowing the most important occupational health and safety management procedures</p>					
ILO12	Researching recent trends in the field of human resource management.	<p>Having the ability to study, analyze and describe recent trends in the field of human resource management, namely:</p> <ol style="list-style-type: none"> 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 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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