

## Course Syllabus

1	<b>Course title</b>	Human resource management	
2	<b>Course number</b>	1601403	
3	<b>Credit hours</b>	3	
	<b>Contact hours (theory, practical)</b>	3	
4	<b>Prerequisites/corequisites</b>	-----	
5	<b>Program title</b>	Bachelor Degree in Business Management	
6	<b>Program code</b>	010	
7	<b>Awarding institution</b>	The University of Jordan	
8	<b>School</b>	Business school	
9	<b>Department</b>	Business Management	
10	<b>Course level</b>	Undergraduate/Bachelor	
11	<b>Year of study and semester (s)</b>	2023-2024, 1 <sup>st</sup> semester	
12	<b>Other department (s) involved in teaching the course</b>	-----	
13	<b>Main teaching language</b>	English	
14	<b>Delivery method</b>	<input type="checkbox"/> Face to face learning <input checked="" type="checkbox"/> Blended <input type="checkbox"/> Fully online	
15	<b>Online platforms(s)</b>	<input type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....	
16	<b>Issuing/Revision Date</b>	15/October/ 2023	

### 17 Course Coordinator:

Name: Dr. Ahmad Obeidat

Contact hours:

Office number:

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### 18 Other instructors:

Name:

Office number:

Phone number:

Email:

Contact hours:

Name:

Office number:

Phone number:

Email:

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### 19 Course Description:

As stated in the approved study plan.

This course focuses on presenting and discussing the various principles and concepts of Human Resources Management. It stresses the policies, programs and methods that have been developed and implemented successfully in the field. This course includes the discussion of the various functional activities of Human Resource Management such as planning, recruitment, selection, job analysis, performance appraisal, training and development, compensation, career planning and promotion, safety and health, and labor relations.


**20 Course aims and outcomes:**

A- Aims: To achieve the 'SLOs' listed below

B- Students Learning Outcomes (SLOs): Upon successful completion of this course, students will be able to:

SLOs  SLOs of the course	SLO (1) Examine the main concepts, principles and theories associated with business management and discuss a substantial body of subject-based knowledge of business.	SLO (2) Apply problem solving, critical thinking and decision making skills to solve problems related to business management and recommend further actions.	SLO (3) Demonstrate Analysis and strategic planning skills and optimal utilization of human resources skills.	SLO (4)
1 Define HRM and identify, discuss and explain the different changes that affect HRM goals and practices (discuss the implications)	*		*	
2 Explain how HR practices align with organizational strategy in addition to Identifying and describing HRM functions and structure and the components, activities and goals of each function	*		*	
3 Define, identify, describe, explain and/or discuss the nature, goals/purposes, steps, techniques/approaches/methods, outcomes, and the numerous other topics/issues (e.g. sources of recruitment, appraisal distortions, rewards classification, etc) relating to a number of HRM practices (i.e. HR planning, job analysis, job design, recruitment, selection, training and development, performance management, and compensation).	*		*	
4 Apply learned content when hypothetically performing a number of HR practices		*		

## 21. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	Introductory lecture	1	Blended	Face-to-face	Synchronous lecturing		Textbook
	1.2	Ch1: HRM in a changing environment	1	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	1.3	Ch1: HRM in a changing environment	1	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
2	2.1	Ch1: HRM in a changing environment	1	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	2.2	Ch1: HRM in a changing environment	1	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	2.3	Ch1: HRM in a changing environment	1	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
3	3.1	Ch2: Introduction to HR functions	2, 4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook

	3.2	Ch2: Introduction to HR functions	2, 4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	3.3	Ch2: Introduction to HR functions	2, 4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
4	4.1	Ch2: Introduction to HR functions	2, 4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	4.2	Ch2: Introduction to HR functions	2, 4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	4.3	Ch2: Introduction to HR functions	2, 4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
5	5.1	Ch5: Effective job Analysis	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	5.2	Ch5: Effective job Analysis	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	5.3	Ch5: Effective job Analysis	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
6	6.1	Ch5: Effective job Analysis	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	6.2	Ch5: Effective	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook

		job Analysis						
	6.3	Ch5: Effective job Analysis	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
7	7.1	Ch6: Employee recruitment	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	7.2	Ch6: Employee recruitment	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	7.3	Ch6: Employee recruitment	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
8	8.1	Ch6: Employee recruitment	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	8.2	Ch6: Employee recruitment	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	8.3	Ch6: Employee recruitment	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
9	9.1	Ch7: Selecting Employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	9.2	Ch7: Selecting Employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	9.3	Ch7: Selecting Employees	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
10	10.1	Ch7: Selecting Employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook

	10.2	Ch7: Selecting Employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	10.3	Ch7: Selecting Employees	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
11	11.1	Ch8: Training and developing employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	11.2	Ch8: Training and developing employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	11.3	Ch8: Training and developing employees	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
12	12.1	Ch8: Training and developing employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	12.2	Ch8: Training and developing employees	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	12.3	Ch8: Training and developing employees	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
13	13.1	Ch10: Performanc e	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook

		managemen t						
	13.2	Ch10: Performanc e managemen t	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	13.3	Ch10: Performanc e managemen t	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
14	14.1	Ch10: Performanc e managemen t	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	14.2	Ch11: Compensati on	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	14.3	Ch11: Compensati on	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook
15	15.1	Ch11: Compensati on	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	15.2	Ch11: Compensati on	3,4	Blended	Face-to-face	Synchronous lecturing	Exams and participation	Textbook
	15.3	Ch11: Compensati on	3,4	Blended	Microsoft teams	Asynchronous lecturing	Exams and participation	Textbook

## 22 Evaluation Methods:



Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Midterm exam	30%	Chapters 1, 2, and 5	1,2,3,4	Midterm exams period as noted in the university academic calendar	University
Coursework (Quiz(zes) and/or homework)	20%	Any topic covered in the course	3 and/or 4	TBC	University
Participation	10%	Any topic covered in the course	1,2,3,4	All weeks	University
Final exam	40%	All topics covered in the course	1,2,3,4	Final exams period as noted in the university academic calendar	University

### 23 Course Requirements

**(e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):**

Computer/laptop/tablet/smart phone + internet connection + webcam + access to the e-learning website and Microsoft teams,

### 24 Course Policies:



#### A- Attendance policies:

- Students are not allowed to miss more than 15% of the classes during the semester. Failing to meet this requirement will be dealt with according to the university disciplinary rules.

#### B- Absences from exams and submitting assignments on time:

- Any student who misses an exam and has a valid excuse for being absent from the exam will be given an opportunity to attend a makeup exam (excuses must be validated by the dean's assistant for student affairs)
- Assignments must be submitted on time. If the assignment is not submitted, the student will receive a zero mark
- Submitting assignments after the deadline expires and without presenting a valid excuse for the delay can lead to receiving a significantly reduced mark for the assignment.

#### C- Health and safety procedures:

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#### D- Honesty policy regarding cheating, plagiarism, misbehavior:

- In case students are asked to submit assignments or any other work (e.g. Exercises), all submitted work should be the result of the student's efforts. Cheating and plagiarism will be dealt with strictly according to the university regulations.
- For more details on University regulations please visit: <http://www.ju.edu.jo/rules/index.htm>

#### E- Grading policy:

- Exams are graded on a correct/incorrect response basis
- Homework/assignments are graded on a satisfactory/unsatisfactory basis
  1. Satisfactory responses are those that reflect a high degree of understanding/application of the course material and a high degree of following the instructions of the assignment/homework (these responses will receive higher grades compared to those given to unsatisfactory responses).
  2. Unsatisfactory responses are those that reflect a low degree of understanding/application of the course material and a low degree of following the instructions of the assignment/homework (these responses will receive lower grades compared to those given to satisfactory responses)

#### F- Available university services that support achievement in the course:

NA

## 25 References:

#### A- Required book(s), assigned reading and audio-visuals:

Decenzo, D., Robbins, S., and Verhulst, S., Human Resource Management, 11 edition, Wiley, 2013.



B- Recommended books, materials, and media:

NA

## 26 Additional information:

Name of Course Coordinator: <b>Dr. Ahmad Obeidat</b> Signature: <b>Dr. Ahmad Obeidat</b> Date: <u>15-10-2023</u>
Head of Curriculum Committee/Department: ----- Signature: ----- ---
Head of Department: ----- Signature: ----- -
Head of Curriculum Committee/Faculty: ----- Signature: ----- -
Dean: ----- Signature: -----