Course Syllabus

1	Course title	Human resource management
2	Course number	1601715
3	Credit hours	3
	Contact hours (theory, practical)	3
4	Prerequisites/corequisites	------------
5	Program title	Master degree in business management (MBA)
6	Program code	-------------
7	Awarding institution	The University of Jordan
8	School	Business school
9	Department	Business Management
10	Course level	Graduate/Master
11	Year of study and semester (s)	2023-2024, 1st semester
12	Other department (s) involved in teaching the course	None
13	Main teaching language	English
14	Delivery method	☐Face to face learning ☒**Blended** ☐Fully online
15	Online platforms(s)	☐Moodle ☒**Microsoft Teams** ☐Skype ☐Zoom ☐Others…………
16	Issuing/Revision Date	15/Oct/2023

17 Course Coordinator:

Name: Dr. Ahmad Obeidat   Contact hours:
Office number: Phone number:
Email: a.obeidat@ju.edu.jo

18 Other instructors:

Name:
Office number:
Phone number:
Email:
Contact hours:
Name:
Office number:
Phone number:
Email:
Contact hours:

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 personnel planning, recruitment, selection, job analysis, performance management and appraisal, employee onboarding/socialization, employee training and development, and compensation administration.

20 Course aims and outcomes:

<table>
<tr><td colspan="6">A- Aims: To achieve the 'SLOs' listed below
B- Students Learning Outcomes (SLOs): Upon successful completion of this course, students will be able to:</td></tr>
<tr>
<td>SLOs

SLOs of the course</td>
<td>SLO (1)
Identify the major issues characterizing an organization business environment using advanced rigorous knowledge.</td>
<td>SLO (2)
Develop advanced problem solving and analytical skills through exposure to real-life case studies.</td>
<td>SLO (3)
Utilize human resource skills through human resource managemen t and organization al behavior.</td>
<td>SLO (4)</td>
<td>SLO (5)</td>
</tr>
<tr>
<td>1 Define, explain and discuss what HRM is and how it relates to the management process, the different trends that influence HRM and their implications, and the HR manager competencies and skills.</td>
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<tr>
<td>2 Identify, define, explain and discuss the different HRM practices/policies and each practice's respective purpose/importance, process/steps, types, approaches, tools and techniques/methods (including the Pros and Cons of each), and any other concepts, or theories related to the respective practice</td>
<td></td>
<td>*</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3 Define, identify, explain and discuss</td>
<td></td>
<td>*</td>
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</table>

strategic planning types and process, strategic HRM, and high-performance work systems.				
4 Explain and discuss how to improve employee engagement using HRM practices.		*	*	
5 Apply learned content when hypothetically performing a number of HRM 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	Introduction to course	SLOs 1,2,3,4	Blended	Face-to-face	Synchronous	Exams and participation	Main Textbook
	1.2							
	1.3							
2	2.1	Ch1: Introduction to human resource management	SLOs 1,2, 4,5	Blended	Face-to-face	Synchronous	Exams and participation	Main Textbook
	2.2							
	2.3							
3	3.1	Ch3: Human resource management	SLOs 2,3,4,5	Blended	Face-to-face	Synchronous	Exams and participation	Main Textbook

		strategy and analysis					
	3.2						
	3.3						
4	4.1	Ch4: Job analysis and the talent management process	SLOs 2,4,5	Blended	Microsoft teams	**Asynchronous**	Exams and participation
	4.2						
	4.3						
5	5.1	Ch5: Personnel planning and recruitment	SLOs 2,4,5	Blended	Face-to-face	**Synchronous**	Exams and participation
	5.2						
	5.3						
6	6.1	Ch6: Employee testing and selection	SLOs 2,4,5	Blended	Face-to-face	**Synchronous**	Exams and participation
	6.2						
	6.3						
7	7.1	Ch7: Interviewing candidates	SLOs 2,4,5	Blended	Microsoft teams	**Asynchronous**	Exams and participation
	7.2						
	7.3						
8	8.1	MIDTERM EXAM in Ch 1, 3, 4, 5, 6	SLOs 1,2,3,4,5	Blended	Face-to-face	**Synchronous**	Mid term exam
	8.2						

Note: The "Main Textbook" column appears at the far right for rows 4.1, 5.1, 6.1, 7.1, and "textbook" for row 8.1.

	8.3							
9	9.1	Ch8: Training and developing employees	SLOs 2,4,5		Face-to-face / Blended	**Synchronous**	Exams and participation	Main Textbook
	9.2							
	9.3							
10	10.1	Ch9: Performance management and appraisal	SLOs 2,4,5		Face-to-face / Blended	**Synchronous**	Exams and participation	Main Textbook
	10.2							
	10.3							
11	11.1	SECOND EXAM IN Ch 7	SLOs 2,4,5		Face-to-face / Blended	**Synchronous**	Second exam	textbook
	11.2							
	11.3							
12	12.1	Ch11: Establishing strategic pay plans	SLOs 2,4,5		Microsoft teams / Blended	**Asynchronous**	Exams and participation	Main Textbook
	12.2							
	12.3							
13	13.1	Ch12: Pay for performance and financial incentives	SLOs 2,4,5		Face-to-face / Blended	**Synchronous**	Exams and participation	Main Textbook
	13.2							
	13.3							

		Ch12: Pay for performance and financial incentives	SLOs 2,4,5		Face-to-face	**Synchronous**	Exams and participation	Main Textbook
14	14.1							
				Blended				
	14.2							
	14.3							
15	15.1	Revision	SLOs 1,2,3,4,5		Face-to-face	**Synchronous**	Exams and participation	Main Textbook
				Blended				
	15.2							
	15.3							

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, 3, 4, 5, and 6	SLOs 1,2,3,4,5	Midterm exams period as noted in the university academic calendar	University
Course work (second exam and/or homework + participation)	30%	Any topic covered in the course	SLOs 2,4,5	TBC	University
Final exam	40%	All topics covered in the course	SLOs 1,2,3,4,5	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):

access to Microsoft teams to receive notifications and course materials such as slides

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:

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:

Dessler, G (2016) Human Resource Management. 15th Edition (Global Edition), Essex: Pearson Education, Inc.

B- Recommended books, materials, and media:

Dessler, G (2016) Human Resource Management. 15th Edition (Global Edition), Essex: Pearson Education, Inc.

26 Additional information:

NA

| Name of Course Coordinator:**Dr. Ahmad Obeidat** -Signature:**Dr. Ahmad Obeidat** Date: 15/10/2023 |
| Head of Curriculum Committee/Department: --------------------------- Signature: ----------------------------------- |
| Head of Department: -- Signature: ----------------------------- |
| Head of Curriculum Committee/Faculty: ------------------------------------- Signature: ------------------------- |
| Dean: --- Signature: -- |