



<b>Form: Course Syllabus</b>	<b>Form Number</b>	EXC-01-02-02A
	<b>Issue Number and Date</b>	2/3/24/2022/2963 05/12/2022
	<b>Number and Date of Revision or Modification</b>	2023/10/15
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	<b>Number of Pages</b>	06

1.	<b>Course Title</b>	Human resource management
2.	<b>Course Number</b>	1601403
3.	<b>Credit Hours (Theory, Practical)</b>	3
	<b>Contact Hours (Theory, Practical)</b>	2
4.	<b>Prerequisites/ Corequisites</b>	-----
5.	<b>Program Title</b>	Bachelor Degree in Business Management
6.	<b>Program Code</b>	010
7.	<b>School/ Center</b>	Business school
8.	<b>Department</b>	Business Management
9.	<b>Course Level</b>	Undergraduate/Bachelor
10.	<b>Year of Study and Semester (s)</b>	2025-2026, 1 <sup>st</sup> semester
11.	<b>Program Degree</b>	Bachelor
12.	<b>Other Department(s) Involved in Teaching the Course</b>	None
13.	<b>Learning Language</b>	English
14.	<b>Learning Types</b>	<input checked="" type="checkbox"/> Face to face learning <input type="checkbox"/> Blended <input type="checkbox"/> Fully online
15.	<b>Online Platforms(s)</b>	<input type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams
16.	<b>Issuing Date</b>	October, 2025
17.	<b>Revision Date</b>	October, 2025

**18. Course Coordinator:**

Name: Dr. Ahmad Obeidat	
Contact hours: (2:30- 3:30 pm Sunday, Tuesday, Thursday) / (11 – 12 pm Monday, Wednesday)	
Office number:     ---	Phone number:     ---
Email: a.obeidat@ju.edu.jo	

**19. Other Instructors:**

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

**20. Course Description:**

<p>As stated in the approved study plan.</p> <p>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.</p>
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**21. Program Intended Learning Outcomes:** (To be used in designing the matrix linking the intended learning outcomes of the course with the intended learning outcomes of the program)

PLO's	*National Qualifications Framework Descriptors*		
	Competency (C)	Skills (B)	Knowledge (A)
1. Examine the main concepts, principles and theories associated with business management and discuss a substantial body of	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



subject-based knowledge of business.			
2. Apply problem solving, critical thinking and decision-making skills to solve problems related to business management and recommend further actions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate Analysis and strategic planning skills and optimal utilization of human resources skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Choose only one descriptor for each learning outcome of the program, whether knowledge, skill, or competency.

## 22. Course Intended Learning Outcomes: (Upon completion of the course, the student will be able to achieve the following intended learning outcomes)

Course ILOs #	The learning levels to be achieved						Competencies
	Remember	Understand	Apply	Analyse	Evaluate	Create	
1. Define HRM and identify, discuss and explain the different changes that affect HRM goals and practices (discuss the implications)	*	*		*	*		Use HRM practices in an optimal way
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	*	*		*	*		Align HRM practices with organizational strategy
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).	*	*		*	*		Analyze a job, recruit job candidates, select employees, train and develop employees, evaluate employees, develop a salary structure.



4. Apply learned content when hypothetically performing a number of HR practices			*			Analyze a job, recruit job candidates, select employees, train and develop employees, evaluate employees, develop a salary structure.
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### 23. The matrix linking the intended learning outcomes of the course -CLO's with the intended learning outcomes of the program -PLO's:

<div> <div>PLO's *</div> <div>CLO's</div> </div>	1	2	3	4	5	Descriptors**		
						A	B	C
1	*		*			√		√
2	*		*			√		√
3	*		*			√		√
4		*					√	√

**\*Linking each course learning outcome (CLO) to only one program outcome (PLO) as specified in the course matrix.**

**\*\*Descriptors are determined according to the program learning outcome (PLO) that was chosen and according to what was specified in the program learning outcomes matrix in clause (21).**

### 24. Topic Outline and Schedule:

Week	Lecture	Topic	ILO/s Linked to the Topic	Learning Types (Face to Face/ Blended/ Fully Online)	Platform Used	Synchronous / Asynchronous Lecturing	Evaluation Methods	Learning Resources
1	1.1	Introductory lecture	1	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing		Textbook



	1.2	Ch1: HRM in a changing environment	1	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	1.3	Ch1: HRM in a changing environment	1	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	2.1	Ch1: HRM in a changing environment	1	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
2	2.2	Ch1: HRM in a changing environment	1	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	2.3	Ch1: HRM in a changing environment	1	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
3	3.1	Ch2: Introduction to HR functions	2, 4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	3.2	Ch2: Introduction to HR functions	2, 4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	3.3	Ch2: Introduction to HR functions	2, 4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
4	4.1	Ch2: Introduction to HR functions	2, 4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	4.2	Ch2: Introduction to HR functions	2, 4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	4.3	Ch2: Introduction to HR functions	2, 4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
5	5.1	Ch5: Effective job Analysis	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook



	5.2	Ch5: Effective job Analysis	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	5.3	Ch5: Effective job Analysis	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
6	6.1	Ch5: Effective job Analysis	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	6.2	Ch5: Effective job Analysis	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	6.3	Ch5: Effective job Analysis	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
7	7.1	Ch6: Employee recruitment	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	7.2	Ch6: Employee recruitment	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	7.3	Ch6: Employee recruitment	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
8	8.1	Ch6: Employee recruitment	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	8.2	Ch6: Employee recruitment	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	8.3	Ch6: Employee recruitment	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
9	9.1	Ch7: Selecting Employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	9.2	Ch7: Selecting Employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook



					Microsoft teams)			
	9.3	Ch7: Selecting Employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
10	10.1	Ch7: Selecting Employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	10.2	Ch7: Selecting Employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	10.3	Ch7: Selecting Employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
11	11.1	Ch8: Training and developing employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	11.2	Ch8: Training and developing employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	11.3	Ch8: Training and developing employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
12	12.1	Ch8: Training and developing employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	12.2	Ch8: Training and developing employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	12.3	Ch8: Training and developing employees	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
13	13.1	Ch10: Performance management	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	13.2	Ch10: Performance management	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook



					Microsoft teams)			
	13.3	Ch10: Performance management	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
14	14.1	Ch10: Performance management	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	14.2	Ch11: Compensation	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	14.3	Ch11: Compensation	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
15	15.1	Ch11: Compensation	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	15.2	Ch11: Compensation	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook
	15.3	Ch11: Compensation	3,4	Face to face	Classroom (+ Microsoft teams)	Synchronous lecturing	Exams and participation	Textbook

## 25. Evaluation Methods:

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

Evaluation Activity	*Mark wt.	CLO's					
		1	2	3	4	5	6
First Exam	30%	√	√	√	√		
Second Exam –If any	10%			√	√		
Final Exam	50%	√	√	√	√		
**Class work							
Projects/reports							





Research working papers							
Field visits							
Practical and clinical							
Performance Completion file							
Presentation/ exhibition							
Any other approved works	10%	√	√	√	√		
Total 100%	100%	√	√	√	√		

\* According to the instructions for granting a Bachelor's degree.

\*\*According to the principles of organizing semester work, tests, examinations, and grades for the bachelor's degree.

Mid-term exam specifications table\*

No. of questions/ cognitive level						No. of questions per CLO	Total exam mark	Total no. of questions	CLO/ Weight	CLO no.
Create %0	Evaluate 20%	analyse 10%	Apply %20	Understand %20	Remember %30					
0	2	1	0	2	3	8	30	30	%26.7	1
0	2	1	0	2	3	8	30	30	%26.7	2
0	2	1	0	2	3	8	30	30	%26.7	3
0	0	0	6	0	0	6	30	30	20%	4

Final exam specifications table

No. of questions/ cognitive level						No. of questions per CLO	Total exam mark	Total no. of questions	CLO Weight	CLO no.
Create %0	Evaluate 12.1%	analyse 12.1%	Apply 18.2%	Understand 21.2%	Remember 36.4%					
0	0	1	0	0	0	1	50	33	3%	1
0	0	0	0	0	1	1	50	33	3%	2
0	4	3	0	7	11	25	50	33	75.8%	3
0	0	0	6	0	0	6	50	33	18.2%	4

## 26. 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,

## 27. 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

**28. 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

**29. Additional information:**

None

Name of the Instructor or the Course Coordinator:	Signature:	Date:
<u>Dr. Ahmad Obeidat</u>	<u>Dr. Ahmad Obeidat</u>	<u>October, 2025</u>
Name of the Head of Quality Assurance Committee/ Department	Signature:	Date:
.....	.....	.....
Name of the Head of Department	Signature:	Date:
.....	.....	.....
Name of the Head of Quality Assurance Committee/ School or Center	Signature:	Date:
.....	.....	.....
Name of the Dean or the Director	Signature:	Date:
.....	.....	.....