<div align="center">**Course Syllabus**</div>

1	**Course title**	**Public Human Recourses Management**
2	**Course number**	PA 1606204
3	**Credit hours**	3 hours
	Contact hours (theory, practical)	3 hours (theory)
4	**Prerequisites/corequisites**	
5	**Program title**	Bachelor of Public Administration
6	**Program code**	1606
7	**Awarding institution**	
8	**School**	School of Business
9	**Department**	Public Administration
10	**Course level**	Bachelor
11	**Year of study and semester (s)**	2023/2024 _Fall 2023
12	**Other department (s) involved in teaching the course**	NA
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**	October 2023

17 Course Coordinator:

Name: Diana Al-Fayez	Office hours: Sun, T, & Thu (11:30pm-12:30pm)
Office number:144- Building C	Mon & Thursday (10:30 am-11:30 am)
Email: d.alfayez@ju.edu.jo	

18 Other instructors:

NA

19 Course Description:

This course will explore the nature of human resource management as its becoming a vital strategic concern for most organizations today and focuses on the professionalism and career development of human resource managers themselves. Through providing a useful framework, this course will look at a contemporary view of human resource management and the important role this process plays in organizational effectiveness. Also, this course will discuss the goals of human resource management and its responsibilities at different kinds of organizations.

20 Course aims and outcomes:

Upon successful completion of this course, students will be able to:

Identify and discuss the major issues of public personnel management

Describe the legal, political, and managerial context of public personnel management

Trace the evolution of personnel management in the public sector

Assimilate the impact of civil service reforms on public personnel management

Develop analytical skills in interpreting and analyzing legal and practical cases in the field

SLOs SLOs of the Program	SLO (1)	SLO (2)	SLO (3)	SLO (4)	SLO (5)
1. Identify main aspects of PA related to public sector management hierarchy, organizational behaviors, total quality management, and legislative and regulatory processes.	√		√	√	
2. Evaluate different aspects of public budgets, budgeting and fiscal policies management, and analyzing and evaluating methods of securing public funds and the techniques used by the government in	√	√	√	√	√

managing public funds.						
3. Identify different social, economic and development issues within PA environment.	√	√				
4. Identify and analyze supervisory and leadership behaviors in PA, and evaluate the ethical implications of PA	√		√			
5. Exam contemporary concepts related to globalization, crises management, domestic product, markets, national income, international trade, and economic development.	√		√			
6. Utilize Information Technology in PA (electronic governments).	√	√	√	√		
7. Employ critical thinking and problem-solving skills in PA and provide scholars with effective scientific research skills and methodologies to	√					

solve problems and making decisions as potential management.						
8. Show effective communication and leadership skills through projects and course assignment presentations.	√				√	
9. Identify ethical issues in the PA context and critically discuss ethical reasoning to administration circumstances.	√	√	√	√	√	
10. Develop oral and written communication skills using appropriate technologies to elaborate information related to PA.					√	

21. Topic Outline and Schedule:

Week	Lecture	Topic	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources	
1	1.1	Course introduction	Online	Microsoft Teams	Synchronous lecturing	=====	Course Syllabus	
	1.2		Online	Microsoft Teams	Synchronous lecturing	=====	Course Syllabus	

		Course introduction					
	1.3	Course introduction	Online	Microsoft Teams	Synchronous lecturing	=====	Course Syllabus
2	2.1	Introduction To Public HRM	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 1 & PPT on eLearning
	2.2	Introduction To Public HRM	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 1 & PPT on eLearning
	2.3	Introduction To Public HRM	Online	Microsoft Teams	ASynchronous lecturing	Exam & Discussion Questions	Berman Chapter 1 & PPT on eLearning
3	3.1	Recruitment	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	BermanChapter 3 & PPT on eLearning
	3.2	Recruitment	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 3& PPT on eLearning
	3.3	Recruitment	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	BermanChapter 3 & PPT on eLearning
4	4.1	Selection	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	BermanChapter 4 & PPT on eLearning
	4.2	Selection	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 4 & PPT on eLearning

	4.3	Selection	Online	Microso ft Teams	ASynchrono us lecturing	Exam & Discussion Questions	BermanChapter 4 & PPT on eLearning
5	5.1	Position Managem ent	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 5 & PPT on eLearning
	5.2	Position Managem ent	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 5 & PPT on eLearning
	5.3	Position Managem ent	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Chapter 5 & PPT on eLearning
6	6.1	Employee Motivatio n	Online	Microso ft Teams	Synchronous lecturing	Exam & Assignment	Berman Ch 6 & PPT on eLearning
	6.2	Employee Motivatio n	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 6 & PPT on eLearning
	6.3	Employee Motivatio n	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 6 & PPT on eLearning
7	7.1	Compensa tion	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 7 & PPT on eLearning
	7.2	Compensa tion	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch7 & PPT on eLearning
	7.3	Compensa tion	Online	Microso ft Teams	ASynchrono us lecturing	Exam & Discussion Questions	Berman Ch 7 & PPT on eLearning

			Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 8 & PPT on eLearning	
	8.1	Employee - Friendly Policies	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 8 & PPT on eLearning	
8	8.2	Employee - Friendly Policies	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 8 & PPT on eLearning	
	8.3	Employee - Friendly Policies	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 8 & PPT on eLearning	
	9.1	Training and Developm ent	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 9 & PPT on eLearning	
9	9.2	Training and Developm ent	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 9 & PPT on eLearning	
	9.3	Training and Developm ent	Online	Microso ft Teams	ASynchrono us lecturing	Exam & Discussion Questions	Berman Ch 9 & PPT on eLearning	
	10.1	Appraisal	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 10 & PPT on eLearning	
10	10.2	Appraisal	Online	Microso ft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 10 & PPT on eLearning	

	10.3	Appraisal	Online	Microsoft Teams	Synchronous lecturing	Exam & Discussion Questions	Berman Ch 10 & PPT on eLearning
11	11.1	Writing Workshop	Online	Microsoft Teams	Synchronous lecturing	Project	PPT on eLearning
	11.2	Writing Workshop	Online	Microsoft Teams	Synchronous lecturing	Project	PPT on eLearning
	11.3	Writing Workshop	Online	Microsoft Teams	ASynchronous lecturing	Project	PPT on eLearning
12	12.1	Writing Workshop	Online	Microsoft Teams	Synchronous lecturing	Project	PPT on eLearning
	12.2	Writing Workshop	Online	Microsoft Teams	Synchronous lecturing	Project	PPT on eLearning
	12.3	Case Study Discussion	Online	Microsoft Teams	ASynchronous lecturing	Exam & Assignment	Collected material
13	13.1	Case Study Discussion	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	Collected material
	13.2	Case Study Discussion	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	Collected material
	13.3	Case Study Discussion	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	Collected material
14	14.1	Case Study Discussion	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	Collected material
	14.2	Case Study Discussion	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	Collected material
	14.3	Case Study Discussion	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	Collected material
15	15.1	Review	Online	Microsoft Teams	Synchronous lecturing	Exam & Assignment	

	15.2	Review	Online	Microso ft Teams	Synchronous lecturing		

22 Evaluation Methods:

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

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Midterm Exam	30%	Chapters-1-5	Week #8	In campus
Final Exam	40%	Chapters 1-11	Week#16	In campus
Participation	5%		Over the semester	MS Teams
Short Exam	10%	Chapters 6	Week # 3	In campus
Group Project	15%	Chapters 1-11	Week #14	eLearning

23 Course Requirements

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

Computer, internet connection, Microsoft Teams account, eLearning account

24 Course Policies:

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.
- Repeated tardiness and early departures from class is not acceptable. If you know you will not be able to attend class for personal or work-related reasons, make sure you inform me in advance, connect with your classmates for notes, and submit any assignments due.

Absences from exams and submitting assignments on time:

- All assignments must be submitted before or on time, Late submission will not be accepted except in the cases of serious circumstances. Make up exams will be held for those students having permission from the deputy dean for students' affairs

Honesty policy regarding cheating, plagiarism, misbehavior:

- All students' work must be original and contributing sources must be appropriately cited. Cheating, Plagiarism, and other academic dishonesty will be dealt with according to the university disciplinary rules

25 References:

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

Berman, E., Bowman, J., West, J., & Van Wart, M. (2020). Human Resources Management in Public Service: Paradoxes, Processes, and Problems. 6th ed. Thousand Oaks: Sage. ISBN-13: 978-1506382333   ISBN-10: 1506382339

B- Recommended books, materials, and media:

1-Journal of Public Personnel Management

2- Civil Service System in Jordan
https://www.csb.gov.jo/web/index.php?option=com_k2&view=item&layout=item&id=28&Itemid=315&lang=ar

26 Additional information:

Name of Course Coordinator: Diana Al-Fayez----------Signature: ----DF------------------ Date:October, 2023----------------
Head of Curriculum Committee/Department: --------------------------- Signature: --------------------------------
Head of Department: -- Signature: ---------------------------
Head of Curriculum Committee/Faculty: -------------------------------------- Signature: -------------------------
Dean: --- Signature: ---