University of Jordan
Jordan University Business School (JUBS)
Course Syllabus

1. **Department Name:**	Department of Public Administration	
2. **Program Name:**	Master degree	
3. **Program Code**		
4. **Course Code and Title:**	Human Resource	
5. **Course credits:**	3	
6. **Pre-requisites:**		
7. **Course Instructor/ Coordinator Name and Email**	*Dr. Abdel-hakim akhoershaideh* *a.hakim@ju.edu.jo*	
8. **Course web-page:**		
9. **Academic year:**	2019-2020	

10. Semester:	x	**First**		**Second**	**1ˢᵗ Summer**	**2ⁿᵈ Summer**

11. Textbook(s) *(Make sure you have one textbook – resource materials online)*

1- Human Resource Management, 15ᵗʰ ed. 2017. Gary Dessler. Pearson

2- Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2015). Human resource management: Gaining a competitive advantage (9th ed.). New York: McGraw-Hill/Irwin.

12. References: *(Make sure that the references are available in the Library and online)*

Reference Websites

Society for Human Resource Management: *http://www.shrm.org*

13. Other resources used *(e.g. periodicals, software, eLearning, site visits, etc.): lecturing, E learning, power point, and group discussion*

14. Course description *(from the catalog)*

Human Resource Management examines the role of the human resource professional as a strategic partner in managing today's organizations. Key functions such as recruitment, selection, development, appraisal, retention, compensation, and labor relations are examined. Implications of legal and global environments are appraised and current issues such as diversity training, sexual harassment policies, and rising benefit costs are analyzed. Best practices of employers of choice are considered.

15. Course Intended Learning Outcomes: *(All CILOs must start with an action verb, please use ANNEX I for getting a*

better understanding of the Action Verbs and Blooms Taxonomy. The mapping of the CILOs with relevance to the PILOs of the program.)

By the end of the course, students should be able to evaluate key HR functions in modern organizations and their impact on organizational performance and compare the roles and activities of the human resource management function across organizations.

CILOs (Preferred not to exceed 12 CILOs)	Mapping to PILOs										
	a	b	c	d	e	f	g	h	i	J	k
1. Students should have knowledge of: The main concepts of human resource management	X						X			X	X
2. Understanding human resource strategic functions		X		X				X		X	
3. Compare the roles and activities of the human resource management function across organizations. 4.		X			X			X		X	
5. Defend the role of strategic human resources management and its impact on organizational effectiveness. 6.	X	X	X		X				X		
7. Increase students' abilities to manage time and stress		X		X		X		X			
8. Performance measurements			x				x		x		
9. Develop students' understanding of human resources planning		x		x		x					x
10. Apply different techniques of human resource management	x		x					x		x	
11. Increase the ability to			x		x				x		X

think and analyze main duties of HR management										

16. Course evaluation: *(Formative and summative assessment methods are expected)*

Assessment Type	Details/ Explanation of Assessment in relation to CILOs	Number	Weight	Date(s)
Group discussion		2	10 %	
Midterms		1	30 %	
Assignments		1	10 %	
second				
Final		1	40%	
Total			100%	

17. Description of Topics Covered *(The description should be from the textbook used)*

Topic Title (e.g. chapter title)	Description
Chapter one	What is Human resource management
Chapter 2	Human reource
Chapter 4	Organizing and Staffing the Project Office and Team
Chapter 5	Management Functions
Chapter 6	Management of Your Time and Stress
Chapter 7	Conflicts
Chapter 8	PERFORMANCE MEASUREMENT
Chapter 9	The Variables for Success
Chapter 11	Planning
Chapter 12	Network Scheduling Techniques
Chapter 14	Pricing and Estimating

18. Course Weekly Breakdown:

Week	Date	Topics covered	CILOs	Teaching Method	Assessment
1		What project management is all about and how to approach it successfully? Understanding project management ,defining		-Lecturing -data show. -problem solving. - assignments	

		project success, Defining the project manager role. The selection of a project manager and defining the goals of the project.			
2		*Project Management Growth: Concepts and Definitions*		*-Lecturing* *-data show.* *- Group discussion*	*Exercise*
3		*Organizing and Staffing the Project Office and Team, Management Functions*		*-Lecturing* *-data show.*	*Exercise*
4		*Management of Your Time and Stress, Conflicts*		*-Lecturing* *-data show.* *- Group discussion*	*Exercise &quiz*
5		*PERFORMANCE MEASUREMENT*		*-Lecturing* *-data show.* *-problem solving.* *- assignments*	*Exam*
6		*The Variables for Success*		*-Lecturing* *-data show.*	*Exercise*
7		*Planning*		*-Lecturing* *-data show.* *- Group discussion*	
8		*Network Scheduling Techniques*		*-Lecturing* *-data show.* *-problem solving.* *- assignments*	*Exercise& assignment*
9		*Network Scheduling Techniques*		*-Lecturing* *-data show.* *-problem solving.* *- assignments*	*Exercise &quiz*
10		*Network Scheduling Techniques*		*-Lecturing* *-data show.* *-problem solving.* *- assignments*	
11		*Pricing and Estimating*		*-Lecturing* *-data show.* *-problem solving.* *- assignments*	
12		*Review*			*Final*

19. *Others:*	
	Description
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.
Absences from exams and handing in assignments on time:	Dealing with students who do not show up for the exam according to the regulations. The student has to bring an acceptable excuse to the Dean in order to be allowed to attend the make up exam.
Health and safety procedures:	
Honesty policy regarding cheating, plagiarism, misbehavior:	According to the university regulations.

Course Coordinator:	Dr. Abdel-hakim akhoershaideh	Add your Signature
Head of Department:	Dr. Abdel-hakim akhoershaideh	Add your Signature
Head of curriculum committee/ School Level:	Type the Name	Add your Signature
Dean:	Prof. Fayez Hadad	Add your Signature
Approved by the Program Coordinator/ Head of the Department on:	Type the date: DAY/MONTH/YEAR	

Copy to:
☐ **Head of Department**
☐ **Assistant dean for Development and Quality Assurance**
☐ **Course Portfolio**