

Methods of Job Analysis and Classification Course Specification

Course title: Methods of Job Analysis and Classification	Level: 3 rd
Course code: 254 - 2801	Pre-requisites: 151 – 2801, 152 – 2801
Credit hours: 3	Contact hours: 3
Department: Administrative and Financial Programs	Program: Human Resource
Course content: <ul style="list-style-type: none">▪ Job concepts and terminologies.▪ Job analysis concepts and terminologies.▪ Job analysis concepts and terminologies, role and position.▪ meaning of job, work, career path and other related concepts.▪ Concept of Job analysis and Description.▪ Steps of Job Analysis.▪ Job description.▪ Job design.▪ Traditional Theory in Job analysis.▪ Production Theory in Job analysis.▪ Result theory in Job analysis and Job Manual.▪ Job evaluation.▪ Job Evaluation factors.▪ Methods of evaluation.▪ Jobs System in Saudi Arabia.	
Course objectives: <ul style="list-style-type: none">▪ Understanding the course and its contents and its importance.▪ Understanding Job Analysis and Description terminologies explanation.▪ Learning about Job Analysis and Description concept.▪ Understanding the difference between different methods and tools used in job analysis.▪ Learning how to evaluate jobs and how to use the job evaluation factors when designing and analysis jobs.▪ Understanding the different schools and theories used in Job analysis and evaluation.▪ Learning about the Saudi labor system and its ways, Civil Services system.	

Methods of teaching			
Electronic Education	Tutorial	Practical	Lecture
Assessment task			
Final Exam	Individual Tasks	Group Tasks	Mid Exams
50	10	10	30
References:			
<ul style="list-style-type: none"> ▪ المبيضين ، صفوان محمد ، الاكلبي ، عائض بن شافي (2013) ، تحليل الوظائف وتصميمها في الموارد البشرية . عمان ، دار اليازوي التعليمية. ▪ السندي ، عبدالله (2009) ، مبادئ الخدمة المدنية وتطبيقاتها في المملكة العربية السعودية ، الرياض : معهد الادارة العامة. ▪ الكبيسي ، عامر خضر (2014) ، ادارة الموارد البشرية في الخدمة المدنية (ط ، 3) ، القاهرة : المنظمة العربية للتنمية الإدارية. ▪ خليفة ، نورالله ، مصطفى ، عماد الدين (2009) ، تنظيم وادارة الوظيفة العامة في الوطن العربي ، القاهرة : المنظمة العربية للتنمية الإدارية. 			