

## Selected Topics in Human Resource Management Course Specification

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| <b>Course title:</b> Selected Topics in HRM (English)  | <b>Level:</b> 4 <sup>th</sup>                   |
| <b>Course code:</b> 355 - 2801   | <b>Pre-requisites:</b> 152 – 2801<br>250 – 2802 |
| <b>Credit hours:</b> 3   | <b>Contact hours:</b> 3                         |
| <b>Department:</b> Administrative and Financial Programs   | <b>Program:</b> Human Resource                  |
| <b>Course content:</b> <p>The main objective of this course is to enrich and update the student's knowledge and skills in the area of HRM, to increase his familiarity with the innovations of globalization in the field of human resources management and to prepare him for the new changes in the business environment. The course deals extensively with a selection of recent topics in the field of specialization in English Including modern topics in public administration, professional standards, communication skills, employee empowerment, quality management systems, financial management, information systems, electronic management, applications and software in the business environment, human development, management Environmental.</p> <b>This course contains:</b> <ol style="list-style-type: none"><li>1. Introduction and terminologies about HRM.</li><li>2. The role of HRM.</li><li>3. Basics of HRM.</li><li>4. Compensation and Benefits.</li><li>5. Recruitment.</li><li>6. Training &amp; Development.</li><li>7. Selecting.</li><li>8. Managing Employees' Performance.</li><li>9. Job Analysis.</li></ol> |   |
| <b>Course objectives:</b> <p>The Course seeks to introduce the basic principles and concepts of human resources management in organizations, including the role of human resources departments in dealing with the human resources, and the methods used to provide qualified individuals, and retain and develop their skills, the right climate and provide them to perform their duties in the best, and the issues and problems and how to overcome.</p> <ol style="list-style-type: none"><li>1- Understand nature of Human Resource Management.</li><li>2- Understand Objectives of Human Resource Management.</li><li>3- Understand Importance of Human Resource Management.</li><li>4- Know the sources of Information for Job Analysis.</li></ol>   |   |

- 5- Understand purposes and Uses of Job Analysis.
- 6- Understand the concepts of Recruitment and Selection.
- 7- Understand Criteria of Selection.
- 8- Understand meaning and definition of Performance Appraisal.

**Methods of teaching**

|                      |          |           |         |
|----------------------|----------|-----------|---------|
| Electronic Education | Tutorial | Practical | Lecture |
|----------------------|----------|-----------|---------|

**Assessment task**

|            |        |                          |           |
|------------|--------|--------------------------|-----------|
| Final Exam | Quiz's | Group & individual tasks | Mid Exams |
| 50         | 10     |                          | 30        |

**References:**

- Lawler, E., & Boudreau, J. (2015). Global Trends in Human Resource Management: A Twenty-Year Analysis. Redwood, CA: Stanford Business Books.
- Kavanagh, M., & Thite, M. (2014). Effective Human Information Systems: Basics, Applications, and Future Directions (3rd ed.). London, UK: SAGE Publications, Inc.
- Lawler, E., & Boudreau, J. (2012). Effective Human Resource Management: A Global Analysis. Redwood, CA: Stanford Business Books.
- Walker, A. (2011). Web-Based Human Resources. New York, NY: McGraw-Hill Education.
- Armstrong, M. & Taylor, S. (2014). Armstrong's Handbook of Human Resource Management Practice (13th ed.). London, UK: Kogan Page Global.