



The University of Jordan

Aqaba Branch

**Faculty of Management and Finance – Department of Business
Management**

Accreditation & Quality Assurance Center

COURSE Syllabus

1	Course title	Human resource Management
2	Course number	5201403
3	Credit hours (theory, practical)	3 (theory)
	Contact hours (theory, practical)	
4	Prerequisites/corequisites	5201101
5	Program title	
6	Program code	
7	Awarding institution	The University of Jordan
8	Faculty	Faculty of Management and Finance
9	Department	Department of Business Management
10	Level of course	First year
11	Year of study and semester (s)	2014/2015 Second Semester
12	Final Qualification	Bachelor
13	Other department (s) involved in teaching the course	N/A
14	Language of Instruction	English
15	Date of production/revision	Sep 2014 / Jan 2015

16. Course Coordinator:

Office numbers: 379
Office hours: Sunday, Tuesday Thursday 10:00 – 11:00
Monday Wednesday 13:00 – 14:00
Phone numbers:
Email addresses : e_malkawi@ju.edu.jo

17. Other instructors:

As the course coordinator

18. Course Description:

Many professionals who enter into the world of human resources believe that they will succeed in their new found field simply because they have a knack for relating with people from all walks of life. While having "good people skills" is certainly a positive attribute for working in the human resources field, being in tune with the ever-changing policies and procedures that successfully make a team or company tick, is just as important as being the boss that everyone loves. Managing your rules and guidelines works in tandem with managing "your humans."

Today, many managers enter the world of human resources simply because they are exceptional managers. They have climbed the rank and file of the corporate ladder, succeeding at each rung, to the point where they are now managing a team, which may include "kids" fresh out of college or

professionals who have been in the workforce for some time, sometimes even longer than the manager himself. Having the ability to create synergy on his team, to drive productivity and provide opportunities for employee growth while developing policies and procedures that apply to all are just a few of the trademarks that make a great manager.

Others enter the human resource field by choice. They are the "people" people who want to work in the actual Human Resources department of a company to become "the people that staff and operate an organization ... as contrasted with the financial and material resources of an organization. The organizational function that deals with the people ..." Whether its entering the world of human resources by choice or by being thrown in because of your professional successes, the basic principles remain the same: you not only want to get the job done, but also you want to get it done with good people who work collectively and cooperatively toward a common goal successfully. Hiring the right people, training them, affording them opportunities for growth, all while setting parameters and guidelines, is the key to great human resource management.

19. Course aims and outcomes:

A- Aims:

This course intended primarily for the first undergraduate course in human resource management or for students who are being exposed to human resource management for the first time. The course is designed to introduce them to the field through the use of numerous examples and company material and will reinforce the notion that, by definition, all managers are necessarily involved with human resources.

B- Intended Learning Outcomes (ILOs): Upon successful completion of this course students will be able to ...

- Define what Human Resources Management is.
- Describe the history of Human Resources.
- Describe the practices to find and hire the best employees.
- Describe compensation and benefits.
- Describe how to stay in compliance and methods to create a safe workplace.
- Describe training, employee recognition and discipline policies and procedures.
- Describe termination and resignation procedures, and
- Demonstrate mastery of lesson content at levels of 70% or higher.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	Reference
Chapter 1: Strategic Human Resource Management	1 st week	Eman Malkawi	-Identify the human resource functions - Identify the external environmental factors affect human resource management and describe the trend	Lectures/ Open discussion	Wayne , M .2013

			for increased mobility of tasks performed by HR professionals		
Chapter 3: Work Diversity, Equal Employment ,Affirmative Action	2 nd and 3 rd weeks	Eman Malkawi	-Identify the major laws affecting equal employment opportunity -understand the trend for increased mobility of tasks performed by HR professionals	Lectures / /Short Exam	Wayne , M .2013
Chapter 4: Jop Analysis, Strategic Planning & Human Resource Planning	4 th and 5 th weeks	Eman Malkawi	-know the importance of disaster planning - explain why job analysis is a basic human resource tools and understand the reasons for conducting job analysis	Lectures/ Open discussion/ Classwork-Case Study	Wayne , M .2013
Chapter 5: Recruitment	6 th week	Eman Malkawi	-Understand the possibility of contingent workers replacing full-time Employees - explain alternatives to recruitment - Describe the recruitment process - explain internal recruitment methods	Lectures / Short exam	Wayne , M .2013
Chapter 6: Selection	7 th and 8 th weeks	Eman Malkawi	- Know the use of biometrics in HR -Understand the selection process -Know the importance of reviewing applications and résumés	Lectures / Discussion Questions	Wayne , M .2013
Chapter 7: Training & Development	9 th and 10 th weeks	Eman Malkawi	- define <i>training</i> and <i>development</i> - Understand the factors influencing T&D -understand T&D process and T&D methods	Lectures / /Short Exam	Wayne , M .2013
Chapter 8: Performance Management & Appraisal	11 th week	Eman Malkawi	-Know the importance of performance management	Lectures	Wayne , M .2013

			-Know the performance appraisal environmental factors -Understand the various performance criteria -Know who may be responsible for performance appraisal and the performance period.		
Chapter 9: Direct Financial Compensation	12 th , 13 th & 14 th weeks	Eman Malkawi	- Understand the executive pay as a lightning rod for criticism -Know the various forms of compensation -	Lectures/ Problem Solving	Wayne , M .2013

21. Teaching Methods and Assignments:

Development of ILOs promoted through the following teaching and learning methods:

- Lectures
- Class Work
- Discussion
- Case Study

22. Evaluation Methods and Course Requirements:

Evaluation Tool	Grading %
Mid-term Examination	25%
Participation	5%
Homework/ Case Study/ Classwork	10%
Short Exam	10%
Total	100%

23. Course Policies:

A- Attendance policies:

Students are expected to attend class. Students may not receive credit for a course if they do not attend 85 % of the class meetings

B- Absences from exams and handing in assignments on time:

- All students are expected to attend all exams. Student cannot retake the exams without an excuse within three days of the exam date and the instructor has the right to accept or refuse it according to the university rules.

- All students must submit home works on time otherwise the instructor will not accept it.

C- Health and safety procedures:

D- Honesty policy regarding cheating, plagiarism, misbehavior:

-All the assignments and work submitted by the student should be his or her own.

- All actions of academic dishonesty including cheating, plagiarism or helping other students in such actions will be deal with strictly according to the university regulations

E- Grading policy:

- According to the Letter grading system at the University of Jordan

F- Available university services that support achievement in the course:

24. Required equipment:

25. References:

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

Main textbook:

- Wayne , M .2013 .**Human Resource Management** . 14th edition . Prentice Hall .

Additional readings:

- Morita , A .2014 .Significance of **Human Resource Management** (Businessman & co Founder of Sony Corporation Japan) .

B- Recommended books, materials, and media:

26. Additional information:

Name of Course Coordinator: -----Signature: ----- Date: -----

Head of curriculum committee/Department: ----- Signature: -----

Head of Department: ----- Signature: -----

Head of curriculum committee/Faculty: ----- Signature: -----

Dean: ----- -Signature: -----

Copy to:

Head of Department
Assistant Dean for Quality Assurance
Course File