

Philadelphia University	 PHILADELPHIA UNIVERSITY THE WAY TO THE FUTURE	Approved Date: 18/9/2024
Faculty: Business		Issue:
Department: Business Administration		Credit Hours: 3 hours
Academic Year: 2024/2025		Course Syllabus

Course Information

Course No.	Course Title	Prerequisite	
0330317	Human Resources Management	330213	
Course Type		Class Time	Room No.
<input type="checkbox"/> University Requirement	<input type="checkbox"/> Faculty Requirement	10:35-09:45 Sunday - Tuesday	32307
<input type="checkbox"/> Major Requirement	<input type="checkbox"/> Elective <input checked="" type="checkbox"/> Compulsory		
Course Level*			Hours No.*
<input type="checkbox"/> 6 th	<input checked="" type="checkbox"/> 7 th	<input type="checkbox"/> 8 th	<input type="checkbox"/> 9 th
			90

Instructor Information

Name	Office No.	Phone No.	Office Hours	E-mail
Dr. Shadi Altahat	32418	2618	Saturday - Tuesday 9:00 am- 2:00 pm	saltahat@philadelphia.edu.jo

Course Delivery Method

<input checked="" type="checkbox"/> Blended	<input type="checkbox"/> Online	<input type="checkbox"/> Physical	
Learning Model			
Percentage	Synchronous	Asynchronous	Physical
	--	30%	%70

Course Description

This course is an introduction to the human resource management (HRM) function and related elements and activities to examine 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, and the rising cost of benefits are analyzed. Emphasis is placed on the modern day importance of HRM at the corporate level as well as the view of HRM from the perception of both management and subordinate employees.

Course Learning Outcomes

Number	Outcome	Corresponding Program Outcomes
Knowledge		
K1	Define the field of human resource management (HRM) and understand its relevance to managers and employees in work organizations.	Kp1
K2	Describe of management methodologies ,roles and activities of a company's human resource management function and the process of job analysis	Kp2
K3	Analysis of models and theories of job analysis and job requirements to other HRM systems such as selection, performance appraisal, and compensation	Kp5
Skills		
S1	Communicating effectively and efficiently for HR teams who interact with people especially in interviewing.	Sp1
S2	Employ digital skills and technology, especially in interviewing topic, recruitment, selection and appraisal .	Sp2
Competencies		
C1	Formulate an HR strategy and taking a hard look at an organization’s strengths, weakness, opportunities and threats – a process, known as a SWOT analysis.	Cp1

Learning Resources

Course Textbook	<ul style="list-style-type: none"> ● Dessler, G., (2020). Human Resource Management (16th Edition, Global Edition). Pearson
Supporting References	<ul style="list-style-type: none"> ● Fundamentals of Human Resource Management. Noe, Hollenbeck, Gerhart, and Wright(2021) ● Human resource management. R. Wayne Mondy, Joseph J. Martocchio.Pearson.(2016) ● Human resource management. Seema Sanghi.(2014) ● Human resource management in the new global order : (challenges & opportunities). Deepak Sahoo, Chandrakanta Sahoo.(2012)
Supporting Websites	www.ebsco.com http://library.philadelphia.edu.jo/ST_EN.htm https://bit.ly/3vblsIH (APA7 Referencing)
Teaching Environment	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> laboratory <input checked="" type="checkbox"/> Learning Platform <input type="checkbox"/> Other

Meetings and Subjects Time Table

Week	Topic	Learning Method*	Task	Learning Material
1	Course introduction	Orientation	<ul style="list-style-type: none"> • Introduce the instructor • Meet students • Class ground rules • Syllabus introduction 	Syllabus
2	<ul style="list-style-type: none"> • Explain what human resource management is • Define authority, and give examples of line and staff human resource management tasks. • Briefly discuss and illustrate important environmental trends influencing human resource management 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussions 	<ul style="list-style-type: none"> • Chapter 1: Introduction to Human Resource Management • .
3	<ul style="list-style-type: none"> • List the areas of important knowledge human resource managers require today. • Discuss why the manager's human resource philosophy is important 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussions • 	<ul style="list-style-type: none"> • Chapter 1: Introduction to Human Resource Management • .
4	<ul style="list-style-type: none"> • Explain how to write an H R policy for the company. • Describe the basic strategic planning process. • Define strategic human resource management, and give an example of strategic human resource management in practice. 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Group Discussion 	<ul style="list-style-type: none"> • Ch3.Human Resource Policy, Strategy, and Performance
5	<ul style="list-style-type: none"> • Give at least five examples of HR metrics. • Give five examples of what employers can do to have high-performance systems. • Explain how you would design a program to improve employee engagement 	<ul style="list-style-type: none"> • Lecture • Problem solving based learning. 	<ul style="list-style-type: none"> • Read chapter • Discussion • Mind mapping and Brainstorming • Home work 1 	<ul style="list-style-type: none"> • Ch3.Human Resource Policy, Strategy, and Performance
6	<ul style="list-style-type: none"> • Define talent management 	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Read chapter 	Chapter 4: Job

	<p>and explain what talent management-oriented managers do.</p> <ul style="list-style-type: none"> • Discuss the process of job analysis, including why it is important. • 	<ul style="list-style-type: none"> • Problem solving based learning. 	<ul style="list-style-type: none"> • Discussion • Mind mapping and Brainstorming • 	Analysis and the Talent Management Process
7	<ul style="list-style-type: none"> • Explain and use at least three methods of collecting job analysis information • Explain how you would write a job description, and what sources you would use. 	<ul style="list-style-type: none"> • Lecture • Problem solving based learning. 	<ul style="list-style-type: none"> • Read chapter • Discussion • Mind mapping and Brainstorming 	Chapter 4: Job Analysis and the Talent Management Process
8.a	<ul style="list-style-type: none"> • Explain how to write a job specification. • Give examples of competency-based job analysis 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Group Discussion • One minute paper 	Chapter 4: Job Analysis and the Talent Management Process
8.b	Mid-term Exam			
9	<ul style="list-style-type: none"> • Define workforce planning, and explain how to develop a workforce plan. • Explain the need for effective recruiting and how to make recruiting more effective. 	<ul style="list-style-type: none"> • Lecture • Problem solving based 	<ul style="list-style-type: none"> • Read chapter • Mind mapping and Brainstorming 	Chapter 5: Personnel Planning and Recruiting
10	<ul style="list-style-type: none"> • Discuss the main internal sources of candidates • Describe how to use recruiting to improve employee engagement. • Discuss the main outside sources of candidates, and create an employment ad. • Explain how to recruit a more diverse workforce. • Discuss practical guidelines for obtaining application information 	<ul style="list-style-type: none"> • Lecture • Problem solving based 	<ul style="list-style-type: none"> • Read chapter • Mind mapping and Brainstorming 	Chapter 5: Personnel Planning and Recruiting
11	<ul style="list-style-type: none"> • Answer the question: Why is it important to test and select employees? 	<ul style="list-style-type: none"> • Lecture • Flipped class 	<ul style="list-style-type: none"> • Read chapter • Peer review 	Chapter 6: Employment Testing and

	<ul style="list-style-type: none"> • Explain what is meant by reliability • List and briefly describe the basic categories of selection tests, with examples. • 			Selection
12	<ul style="list-style-type: none"> • Explain how to use two work simulations for selection. • Describe four ways to improve an employer's background checking process. • Ability and validity. 	<ul style="list-style-type: none"> • Lecture • Flipped class 	<ul style="list-style-type: none"> • Read chapter • Peer review • Quiz (kp1) 	Chapter 6: Employment Testing and Selection
13	<ul style="list-style-type: none"> • Give examples of the main types of selection interviews. • Give examples of the main errors that can undermine an interview's usefulness • Define a structured situational interview and explain how to conduct effective selection interviews. • Give examples of how to use employee selection to improve employee engagement. • List the main points in developing and extending the actual job offer 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussions • Video • Home work 2 	<ul style="list-style-type: none"> • Chapter 7 • Interviewing Candidates
14	<ul style="list-style-type: none"> • Give examples of how to use employee selection to improve employee engagement. • List the main points in developing and extending the actual job offer 	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Read chapter • Discussions • Video 	<ul style="list-style-type: none"> • Chapter 7 • Interviewing Candidates
15	<ul style="list-style-type: none"> • Describe the performance appraisal process. • Discuss the pros and cons of at least eight traditional performance appraisal methods. • List steps to take in the appraisal interview. • Explain key points in how to use the appraisal 	<ul style="list-style-type: none"> • Lecture • Flipped class 	<ul style="list-style-type: none"> • Read chapter • Mock-presentation • Peer review • Role-playing Assessment(Interview)10 marks 	Chapter 9: Performance Management and Appraisal

	interview to boost employee engagement. <ul style="list-style-type: none"> • Explain how you would take a performance management approach to appraisal. 			
16	Final Exam			

*Includes: lecture, flipped Class, project based learning, problem solving based learning, collaboration learning.

Course Contributing to Learner Skill Development

Using Technology
<ul style="list-style-type: none"> • Students will use several offline software (i.e Microsoft Office) or online software (i.e Prezi and Google Slides) to deliver their presentations. • Students will use the internet search engines to capture needed data and information to perform their assignments. • Students will use the electronic email for submitting the required documents.
Communication Skills
<ul style="list-style-type: none"> • Students will develop their verbal and nonverbal communication skills by participating in classroom activities, group work, and presentations. • Students will use creative and critical thinking while participating in classroom discussions, solving issues, and performing various assignments.
Application of Concept Learnt
<ul style="list-style-type: none"> • Students will reflect on the acquired knowledge of HRM concepts, principles, and models using adult learning methods (i.e Experiential and project-based learning)

Assessment Methods and Grade Distribution

Assessment Methods	Grade	Assessment Time (Week No.)	Course Outcomes to be Assessed
Mid Term Exam	% 30	8 th week	K1, K2 S1
Term Works*	% 30	10% Role-playing Assessment(Interview)	K1, K2, K3, S1, S2, C1
		10% Homework	
		10% Quiz	
Final Exam	% 40	16 th week	K2, K3, S1

Total	%100		

* Include: quizzes, in-class and out of class assignment, presentations, reports, videotaped assignment, group or individual project.

Alignment of Course Outcomes with Learning and Assessment Methods

Number	Learning Outcomes	Learning Method*	Assessment Method**
Knowledge			
K1	Define the field of human resource management (HRM) and understand its relevance to managers and employees in work organizations.	<ul style="list-style-type: none"> • Lecture • Collaborative learning • Flipped class 	<ul style="list-style-type: none"> • Exam • In-class Activities • Presentation • Assignment
K2	Describe of management methodologies ,roles and activities of a company's human resource management function and the process of job analysis	<ul style="list-style-type: none"> • Lecture • Collaborative learning • Problem solving based learning. 	<ul style="list-style-type: none"> • Exam • In-class Activities
K3	Analysis of models and theories of job analysis and job requirements to other HRM systems such as selection, performance appraisal, and compensation	<ul style="list-style-type: none"> • Lecture • Collaborative learning 	<ul style="list-style-type: none"> • Exam • In-class Activities • Assignment
Skills			
S1	Communicating effectively and efficiently for HR teams who interact with people especially in interviewing.	<ul style="list-style-type: none"> • Collaborative learning • Project based learning 	<ul style="list-style-type: none"> • Exam • In-class activities • Presentation • Group Assignment
S2	Employ digital skills and technology, especially in interviewing topic, recruitment, selection and appraisal .	<ul style="list-style-type: none"> • Collaborative learning • Project based learning 	<ul style="list-style-type: none"> • In-class activities • Presentation • Group Assignment
Competencies			
C1	Formulate an HR strategy and taking a hard look at an organization’s strengths, weakness, opportunities and threats – a process, known as a SWOT analysis.	<ul style="list-style-type: none"> • Flipped class • Project based learning 	<ul style="list-style-type: none"> • In-class activities • Presentation • Group Assignment

*Include: lecture, flipped class, project based learning, problem solving based learning, collaboration learning.

** Include: quizzes, in-class and out of class assignments, presentations, reports, videotaped assignments, group or individual projects.

Course Polices

Policy	Policy Requirements
Passing Grade	The minimum pass for the course is (50%) and the minimum final mark is (35%).
Missing Exams	<ul style="list-style-type: none"> • Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark. • Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse's disappearance, and in this case, the subject teacher must hold a compensation exam for the student. • Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam.
Attendance	The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it.
Academic Integrity	Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights.

Program Learning Outcomes to be Assessed in this Course

Number	Learning Outcome	Course Title	Assessment Method	Targeted Performance level
Kp1	Define the field of human resource management (HRM) and understand its relevance to managers and employees in work organizations.	HRM	Multiple choice assessment of ten marks	85% of students get a grade of 7 or above.

Description of Program learning Outcomes Assessment Method

Number	Detailed Description of Assessment
Kp1	• Multiple choice assessment of ten marks during the 12th week of the semeste

Assessment Rubric of the Program Learning Outcomes

Kp1 : Multiple choice assessment is a type of test or evaluation where each question presents several possible answers, and the test-taker is required to choose the correct answer from those options.