

**Al Albayt University**  
**Faculty of Finance and Business Administration**  
**Department of Business Administration**

**Course Outline**

**Course Title and Number:** Human Resource Management 502241  
**Instructor:** Dr. Hayel Ababneh  
**Office hours:** 11:00-12:30 Sun, Mon, Tue, Wed

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**Course Objective:**

The objective of the course is to teach the basic principles of human resource management—how an organization recruits, selects, trains, compensates, and generally manages its people effectively. Additionally, the course explain the main practices and techniques for evaluating performance, and performing the wide range of other people related duties of a manager in today’s increasingly complex workplace.

**Learning Outcomes**

By successfully completing this course, students will be able to:

- Define what Human Resources Management is.
- Identify the approaches for strategic human resources planning.
- Describe the practices to recruit the best employees.
- Describe the way of managing training and development programs.
- Describe strategies for managing compensation and benefit.
- Describe termination and resignation procedures, and
- Demonstrate mastery of lesson content at levels of 70% or higher.

**Text Book:** Human Resource Management 13th edition. Robert L. Mathis and John H. Jackson, 2010

**Topics and Time Schedule:**

|           |   |              |
|-----------|---|--------------|
| Chapter 1 | <b>Human Resource Management in Organisations:</b> This chapter defines human capital and identify the seven categories of HR activities. It also provides an overview of six challenges facing HR today  | Week 1, 2    |
| Chapter 2 | <b>Strategic HR Management and Planning:</b> This chapter summarizes the strategic planning process and how it drives the organizational activities. Additionally, it discuss how internal and external environmental factors affect HR strategies. | Week 3, 4    |
| Chapter 4 | <b>Workers, Jobs, and Job Analysis:</b> It defines job design and identify common approaches to varying job design. Also, it describes job analysis and the stages and methods used in the process.   | Week 5, 6    |
| Chapter 6 | <b>Recruiting and Labour Markets:</b> Discusses strategic recruiting decisions. It lists and briefly discuss the external and internal recruiting sources.  | Week 7, 8, 9 |

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|------------|---|---------------|
| Chapter 7  | <b>Selecting Human Resources:</b> Summarizes the importance of realistic job previews and diagrams the sequence of a typical selection process.                                     | Week 10,11,12 |
| Chapter 8  | <b>Training Human Resources:</b> Discusses the four phases of the training process. Additionally, it explains different means of internal and external training delivery            | Week 13, 14   |
| Chapter 10 | <b>Performance Management and Appraisal:</b> Identifies the components of performance management systems. It distinguishes between performance management and performance appraisal | Week 15,16    |

### Grading and Evaluation

- Your grades will reflect the way in which you present and support your topics and positions in the various learning activities used in this course. The grades will be based on the quality and quantity of your comments and responses in the various activities. The grades for the course will be based on an accumulation of points throughout the course. The various graded activities are weighted as follows:

| <b>Evaluation Element</b>   | <b>% of Grade</b> |
|-----------------------------|-------------------|
| First Exam                  | 20                |
| Second Exam                 | 20                |
| Assignments and Discussions | 10                |
| Final Exam                  | 50                |
| <b>Total</b>                | <b>100</b>        |