



Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

1- Course information:

Course Code:	315
Course Title:	Management of Human Resource
Year/level	4th
Academic Programs	Business Administration Program (B.Sc.)
Contact hours/ week	Theoretical 3 hrs. / Tutorial 2 hrs. = Total 5 hrs.

2- Course aims:

This course aims to provide students with the importance role of the effective management to the human resources in supporting the competitive advantage and improving the organization performance in the 21st century, which provide the students with the basic concepts and skills, and contemporary which is related to the human resources, as it display the general basics of the human resources management, the methods and its main activities such as planning the human resources needs, assigning the career guidance, training and development, designing the career path, designing the wages structure, performance management, developing the employers relationship, in addition to evaluating the performance of this activities through using the appropriate learning tools such as applied and education cases and the simulation models, this will provide the student the chance to develop their skills in the different fields for the strategic human resources management that aims to achieve the objectives of organization, individual and society.

3- Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:

- a1- Recognize the difference between personal and Human resource Management
- a2- Understand the challenges in dealing with diversity and globalization
- a3- Realize the new trend shaping Human resource management
- a4- Understand the difference between strategy and strategic Human resource management

b- Intellectual skills:

On completing this course, the student should be able to:

- b1- Apply the ideas and points of view about the main functions of human resource management

b2-Assess the interaction between human resource management and its interaction with other basic management function

b3- Discuss the difference between job analysis, job description and job specification

b4- Compare between different types of interviews

c- Professional and practical skills:

At the end of this course, the student will be able to:

c1- Acquire the principles and concepts of human resource management

c2- Use evidence-based human resource strategies and plan efficiently

c3- Evaluate and develop effective skills relevant to modern practices in the field of HRM

d- General and transferable skills:

On successful completion of this course, the student should be able to:

d1- Manage time effectively

d2- Enrich the students' knowledge and thoughts through continuous self-learning

d3- Demonstrate their ideas and thoughts in work groups

d4- Develop and enhance work methods continuously

4- Course contents

Week No.	Topics/units	Number of hours		ILO's
		Lecture hours	Tutorial hours	
1	Introduction to human resource Management	3	2	a1,b3,c4,d2
2	The concepts and objectives of human resource management	3	2	a4,b3,c2,d3
3	The main functions of human resource management	3	2	a2,b3,c2,d4
4	Revision + Quiz 1	3	2	a2,b3
5	The manager's role in strategic HRM	3	2	a3,b4,c3,d3
6	Strategic HRM	3	2	a4,b2,c1,d1
7	Midterm Exam			
8	Job Analysis	3	2	a1,b3, c4,d2
9	Types of interview	3	2	a3,b1.c4
10	Recruitment and selection process	3	2	a4,b3,c2,d2
11	Revision + Quiz 2	3	2	a4,b3,c2
12	The modern practices in the field of HRM	3	2	a2,b2,c1,d2
13	Revision	3	2	a3,b2,c1
14	Final Revision	3	2	a3,b2,a4,b4

5- Teaching and learning methods

Methods	ILO's																			
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5
Lectures	√	√	√	√		√	√	√	√		√	√	√	√		√	√	√		√
Practical sections/Tutorials																				
Self-learning	√					√						√				√				
Assays and reviews	√		√					√					√				√			
Discussion groups																				
Problem-solving	√		√	√			√	√		√			√					√		
E-learning																				
Blended learning																				

6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

7- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)		10	Every week	a1,b2,c3,d1
Quiz 1	1	10	Week#4	a2,b3
Mid-term exam	1	20	Week#7	a3,b4
Quiz 2	1	10	Week#11	a4,b3
Final Written exam	2	50	----	a1,b3

8-List of references

8.1. Student notebooks:

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8.2. Essential textbooks: Human resource management, twelfth edition, Gary Dessler, Pearson, 2016

8.3. Recommended textbooks:

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8.4. Journals, Periodical and Reportsetc.

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8.5. Websites

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Date of Approval: 9/7/2024