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**College of business administration**

**King saud university- al Muzahimiyah branch**

**Course Specification: HRM (MGat- 102)**

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| **Subject Coordinator:** Dr. Showkat Hussain Gani |
| **Instructor:** | Prof. JameelDr.Showkat Hussain; Dr. Mahboob | **Instructor title:** | Professsor; Asstt. Professor |
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| **Teaching Hours:** | 45 | **Email:** | *jkhader**@ksu.edu.sa**sgani@ksu.edu.sa* |

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| **Human Resource Management**  | **Credit hrs** | **Week** |
| 1. **Managing Strategic Human Resources Today-I**

What human resource management: trends affecting human resource management; important competencies human resource managers need today; Strategic human resource management; Strategic management tools managers use; **Internal Assessment** | **5** | **2** |
| 1. **Managing Strategic Human Resources Today-II**

Basic equal employment opportunity laws regarding age, race, Gender, national origin, religion, and handicap discrimination.; defenses against discrimination allegations; what managers can and cannot do with respect to illegal recruitment, selection, and promotion and layoff practices; Equal Employment Opportunity Commission enforcement process; ways to manage diversity. **Internal Assessment** | **6** | **2** |
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| 1. **Nature & Process of Staffing**

Introduction; Definition of Staffing; Nature of Staffing; Importance of Staffing; Elements of Staffing; Definition of Personnel Management; Definition of Manpower Planning; Significance of Manpower Planning; **Internal Assessment.** | **5** | **2** |
| 1. **Job Analysis, Strategic Planning, and Human Resource Planning**

Introduction; Definition & Sources of Job Analysis, Strategic Planning, and Human Resource Planning; Summary of Types of Data Collected Through Job Analysis; Job Analysis Methods; Other Methods Available for Conducting Job Analysis; Job Description; Job Specification; Strategic Planning; Human Resource Planning; **Internal Assessment** | **6** | **2** |
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| 1. **Selection**

Introduction; Definition of Selection; Environmental Factors Affecting the Selection Process; Advantages of Selection Tests; Types of Interviews; **Internal Assessment** | **5** | **2** |
| 1. **Training and development**

What is meant by Training and Development; Factors Influencing T&D; T&D Methods; On-the-Job Training; Colleges and Universities; Management Development; Special Training Areas; **Internal Assessment.** | **6** | **2** |
| 1. **Direct Financial Compensation**

Compensation: An Overview; Primary Determinants of Direct Financial Compensation; Compensation Policies; Compensation Surveys; Job as Determinant of Direct Financial Compensation; Employee as Determinant of Direct Financial Compensation; **Internal Assessment.** | **6** | **2** |
| 1. **Performance Management and Appraisal**

Introduction; Performance Management; Uses of Performance Appraisal; Performance Appraisal Environmental Factors & Process Responsibility for Appraisal; Performance Appraisal Methods; **Internal Assessment.** | **6** | **2** |
| **First Mid- Term Exam** | **20 marks** |
| **Second Mid- Term Exam** | **20 marks** |
| **Internal Assessment** | **20 marks** |
| **Final Exam** | **40 marks** |

**Distribution of Marks:**

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| **S. No.** | **Examinations** | **Marks** |
| 1. | Mid- Term Exam | 40 marks |
| 2. | Internal Assessment | 20 marks |
| 3. | Final Exam | 40 marks |
| 4. | **Total**  | **100 marks** |