Course Description Template

(Approved based on the twinning agreement with the University of Karbala – Faculty of Business Administration / Department of Business Administration)

University Name: Warith Al–Anbiya University

College/Institute: College of Administration and Economics

Scientific Department: Department of Business Administration

Curriculum: Bologna Track for the Second Stage

MODULE DESCRIPTION FORM
Sample course description

Module Information			
Course Information			
Article Submission	**Human Resources Management**		**Article Title**
☒ **Inside the Classroom**	**Basic**		**Material Type**
☒ **Online**	**BA2103**		**Article Code**
☐ **Laboratory**	**3**		**Number of ECTS Units**
☒ **Tutorial (Review)**	**150**		**Regular Student Load During the Semester (SWL)**
☐ **Practicality**			
☒ **Seminar (discussion)**			
First Semester (One)	**Semester**	First Level (UGI)	**Material Level**
Management & Economics	**College (Code)**	Business Administration	**Section (Code)**
	Email	Assoc. Prof. Dr. Salah Mahdi Al-Yasari	**Professor of the Subject**
	Educational Qualification	Assistant Professor	**Scientific Title**
	Email		**Article References**
	Email		**Name of peer references**
1.0	**Issue Number**		**Date of approval of the Scientific Committee**

	Relation with other Modules **Relationship with other subjects**		
	Chapter	There isn't any	Requires pre-material
	Chapter	There isn't any	Requires a common material

Module Aims, Learning Outcomes and Indicative Contents **Course Objectives, Learning Outcomes, and Instructional Contents**	
• Providing knowledge and thought about what human resource management is. • Clarifying the processes of human resources management, the most important of which is the analysis and description of jobs and the adoption of appropriate recruitment for those jobs in accordance with the requirements of the scientific job and practical experience. • Study and analyze the internal and external environment of organizations. • Working to improve the efficiency of the working human resources through (courses, seminars, and the adoptionof internal and external recruitment) and according to the needs of the organization. • Preparing human resources in a way that enables them to manage time, solve problems, and be self-reliant in accomplishing work, and participate in providing senior management with information and data that contribute to participation in making some decisions.	**Module Objectives** **Course Objectives**
➢ - Clarifying the objectives of human resources management in all organizations, institutions and companies. ➢ - Working to solve problems and overcome emergency crises. ➢ - Determine the levels (administrative, powers, and responsibility). ➢ • Dealing effectively and constructively with knowledge and technological development. ➢ - Building administrative foundations for human resources with high efficiency. ➢ * Dealing with high skill and making quick decisions towards emergency environmental conditions and rapid changes in technology	**Learning outcomes for the course** **(Outcome)**

➢ • Working to provide organizations with highly qualified and experienced human resources (external recruitment).	
The following main topics will be addressed in the current course: • Introduction to the Historical Development of Human Resource Management. • Discussing the opinions of theorists and researchers and their contributions to the theories of management science and its role in human resource management. • Explain the basics of open systems in management science. • The effects of the internal and external environment on the organization and the relationship of human resources management to it. • Organizing the management of human resources and its location within the organizational structure. • Human resources management practices and the nature of the factors affecting them.	**Indicative Contents** **How-to Contents**

Learning and Teaching Strategies
Learning and Teaching Strategies

The basic learning strategies are: 1- Giving theoretical lectures to students in the classroom. 2- Use of the school whiteboard. 3- Asking questions to students and asking them to answer them. 4- Participation of students in presenting field applications from the reality of work in Iraqi organizations. 5- Assigning students to classroom activities. 6- Assigning students to make reports related to solving specific administrative problems.	**Strategies** **Strategies**

Student Workload (SWL)			
The student's academic load is calculated for 15 weeks			
3.1	**Structured SWL (h/w)** **Regular Academic Load of the Student Weekly**	48	**Structured SWL (h/sem)** **Student's regular academic load during the semester**
6.9	**Unstructured SWL (h/w)**	102	**Unstructured SWL (h/sem)**

	Student's irregular academic load per week		Student's irregular academic load during class
			Total SWL (h/sem)
	150		The student's total academic load during the semester

	Module Evaluation Assessment of the course					
Relevant Learning Outcomes	Week due	Weight (Grade)	Time/Count			
All	5 + 10	10% (10)	2	**Daily Quizzes**	**Formative Assessment**
All	7 + 11	10% (10)	2	Tasks (homework)	
All	10	10% (10)	1	Projects / Laboratory	
All	12	10% (10)	1	The Report	
All	11	10% (10)	2 hours	**Mid-Term Exam**	**Summary Assessment**
All	16	50% (50)	3 hours	**Final Exam**	
		100% (100 °)		**Overall Rating**	

Delivery Plan (Weekly Syllabus) Theoretical Weekly Curriculum	
Material Covered **Week**	
The Historical Development of Human Resource Management	Week 1
Human Resource Management: Concepts, Strategies and Objectives	Week 2
Human Resource Management as an Open System	Week 3
Human Resource Management Organization	Week 4
Function Analysis and Design	Week 5
Human needs planning	Week 6
Recruitment (Recruitment)	Week 7
Selection & Appointment	Week 8
Employee Performance Evaluation	Week 9
Training & Development of Employees	Week 10

Exam	Week 11
Job Evaluation	Week 12
Determining the Wage Structure	Week 13
Motivation of employees	Week 14
Motivate employees	Week 15
Preparation week before the final exam	Week 16

Weekly Lab Curriculum (Weekly Lab. Syllabus)	
There isn't any	
Lab 1:	Week 1
Lab 2:	Week 2
Lab 3:	Week 3
Lab 4:	Week 4
Lab 5:	Week 5
Lab 6:	Week 6
Lab 7:	Week 7

Learning and Teaching Resources **Learning and Teaching Resources**		
Available at the library?	**The Book**	
Yes	1- Human Resources Management / Dr. Moayed Saeed Al-Salem, Dr. Adel Harhoush Saleh. 2- Books and references for scientific journals with scientific accreditation 3- References, Websites.....	Required Books
	There isn't any	Recommended Books
There isn't any		Websites

Grading Scheme				
Definition	Marks %	Recognition	Grade	Collection

Outstanding performance	90 - 100	**Privilege**	**A** – Excellent	**Success Group** **(50 - 100)**
Above average with some errors	80 - 89	**Very good**	**B** - Very Good	
Good work with noticeable errors	70 - 79	**Good**	**C** – Good	
Acceptable but with major flaws	60 - 69	**Medium**	**D** - Satisfactory	
Work meets minimum standards	50 - 59	**Acceptable**	**E** – Sufficient	
More work is required but recognition has been awarded	(45-49)	**Deposit (in processing)**	**FX** – Fail	**The Failed Group** **(0 – 49)**
A great deal of work is required	(0-44)	**Failure**	**F** – Fail	

Note: Decimal points above or below 0.5 will be rounded to the highest or lowest full sign (for example, 54.5 will be rounded to 55, while 54.4 will be rounded to 54. The University has a zero-tolerance policy for "near-success failures", <u>so the only adjustment to the grades awarded by the original proofreaders would be the automatic rounding described above.</u>

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. **The University has a policy NOT to condone "near-pass fails" <u>so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.</u>**