



Faculty of Business

Department of Human Resource Management

Study Plan of the Bachelor's Degree

In: Human Resource Management

Academic Year: 2018



Vision of the Department:

Building the students' knowledge of human resource management, developing their knowledge and leadership skills in this field, and embracing their creative and pioneering ideas in the end . And to be distinguished from others at the local and regional levels.

Mission of the Department:

To create distinguished students with basic knowledge, skills and abilities in human resource management, in accordance with the requirements of the labor market and its challenges, consolidate the professional and professional concept in the field of human resources. Creating an educational and scientific environment to highlight the creative abilities and active contribution to the development of business organizations in Jordan and the Arab region

Objectives of the Department:

1. Develop the knowledge of graduates in the field of human resources management, and the general knowledge he needs in the field of work.
2. Provide students with new knowledge in the sciences related to human resources management.
- 3 Graduating a distinguished students with scientific and applied skills in human resources according to the requirements of the labor market locally and regionally.
4. Develop students' skills and analyze abilities in order to use technology in human resources management.
5. Developing students' skills and abilities to diagnose problems and use statistical and quantitative methods in decision-making.
6. Develop students' skills and abilities in interaction and communication with others, team work, analysis, creative thinking, problem solving and self-building
7. Develop students' skills and abilities in order to conduct scientific research in the field of human resources management.
8. Increase students' awareness to deal with environmental changes and ethical values in business organizations.

Intended Learning Outcomes (ILOs):

a. Knowledge:

1. General knowledge: Knowledge acquired through the compulsory university requirements such as Islamic culture, Arabic language, English language, and computer skills.
2. Knowledge in the field of business: Knowledge acquired through the compulsory and elective requirements such as Accounting Principles, Partial Economics, Macroeconomics, and Principles of Statistics.
3. Knowledge in the field of human resources: Knowledge acquired by students in the field of specialization, which represent the basic areas of knowledge of the specialization of business administration: management and behavior, business functions, quantitative methods, and information technology. These outputs acquired through the Department's compulsory and



elective courses. Such as Fundamentals of Human Resource Management, Human Resources Planning, Compensation Management, Job Analysis and Design, HR Strategies. Etc.

B. Skills

4. Analytical skills: the ability of the graduate to identify the fundamental variables in the different positions in business organizations, how to deal with them.
5. Diagnostic skills skill: diagnosing the causes of problems in business organizations and ways to solve them.
6. Cognitive skills: The intellectual ability to accommodate cause-and-effect relationships and to visualize the overall way in which the parts of business organizations are interconnected.
7. Interactive skills: interaction skills and communication with others, and motivate them to perform better.
8. Research skills: Skills acquired by the student through the writing of reports and scientific research through various sources: such as traditional sources as books, references, periodicals, electronic sources such as the Internet and electronic databases, and field sources such as questionnaires and interviews.
9. Professional and ethical attitudes and values: The values, tendencies and trends acquired by the student through his knowledge of the values, ethics and behavior of the profession, which he should have after his graduation through practicing the profession in the labor market such as professionalism, transparency, diversity, teamwork, leadership and risk acceptance. , Creativity, innovation, flexibility and adaptation.

C. Competencies:

1. Self-development agendas: through flexible thinking and focus on achievement and management of resources for the organization and leadership teams within them
2. Responsibilities related to responsibility and independence: the ability to adapt to the objectives of the organization and to have strategic thinking and the ability to plan
3. Competence related to the roles that will be played within the organization: Negotiation, attention to clients, diplomacy, organizational knowledge and influence on others.



Framework

Framework of the Bachelor's Degree in business administration (132 Cr. Hrs.)

Sequence	Classification	Credit Hours	Percent %
1st	University Requirements	27	20.5
2nd	Faculty Requirements	24	18
3rd	Department Requirements	72	54.5
4th	Ancillary Courses	9	7
Total		132	100

Course Numbering

Sequence	Course Level	Cognitive Domain	Dept. Code	Faculty Code	
			Human Resources Management	Business College	

Cognitive Domains

Number	Cognitive Domain	Credit Hours
0	Management and Behavior	9
1	Quantitative Methods and Scientific Research Management	9
2	Information Technology	9
3	Business Functions	9
4	Human resources basics	27
5	Support areas	9
6	graduation project	3



1. University Requirements: (27 Credit Hours)

A. Compulsory Requirements: (15 Credit Hours)

Course No.	Course Title	Cr. Hr.
5501102	Arabic Language (1)	3
5501103	English Language (1)	3
5501107	National Education	3
55011308	Military Sciences	3
5501110	Computer Skills	3
Total		15

B. Elective Requirements: (12 Credit Hours) from the following list:

Course No.	Course Title	Cr. Hr.	Prerequisite
55021101	Arabic Language (2)	3	5501101
55021102	English Language (2)	3	5501102
55021203	Principles of Psychology	3	-
55021204	Human Rights	3	-
55041203	Environment and Community	3	-
55011306	Entrepreneurship and Creativity	3	
55011204	Life Skills	3	-
55031101	Islamic Culture	3	-
55031205	Quds and Hashemite Custodianship	3	-
55041206	Health and Community	3	-
55041307	Communication and Internet	3	-
Total		12	



2. Faculty Requirements: (24 Credit Hours)

A. Compulsory Requirements: (24 Credit Hours)

Course No.	Course Title	Cr. hr.	Theoretical	Practical	Prerequisite
2101101	Fundamentals of Management	3	3		-----
2201101	Principles of accounting (I)	3	3		-----
23051101	Principles of Microeconomics	3	3		-----
2401101	Principles of Marketing	3	3		-----
2301101	Principles of Financial Management	3	3		-----
28051101	Fundamentals of Human Resource Management	3	3		-----
2501101	Basics of Management Information Systems	3	3		-----
25051102	Principles of Statistics	3	3		-----
Total		24	24		

3. Department Requirements (72 Credit Hours)

A. Compulsory Requirements: (60 Credit Hours)

Course No.	Course Title	Cr. hr.	Theoretical	Practical	Prerequisite
28051101	Fundamentals of Human Resources Management	3	3		-----
28051202	Human Resources Planning	3	3		28051101
28051203	Human Resource Staffing	3	3		28051101
28052104	Human Resource Training and Development	3	3		28051101
28022101	Compensation Management	3	3		28051101
28052205	Performance Management and development	3	3		28051101
28052206	International Human Resources Management	3	3		28051101
28053107	Job design and analysis	3	3		28051101
28053108	Carrier path analysis	3	3		28051101



28053209	Talent Management	3	3		28051101
28053210	Human Resource Management Strategies	3	3		28051101
28054111	Contemporary Topics in Human Resource Management	3	3		28051101
28014101	Law of labor & Relations	3	3		28051101
28034101	Human Resource Management Information Systems	3	3		25011101
21012103	Organizational behavior	3	3		21011101
25012106	Computer Applications in Management	3	3		25011101
21021201	Fundamental of scientific research	3	3		25051102
21012102	Organization Theory	3	3		21011101
21023203	Operations Research	3	3		21021202
21013108	Change management and development	3	3		21011101
Total		60	60		

Elective Requirements: (12 Credit Hours)

Course No.	Course Title	Cr. hr.	Theoretical	Practical	Prerequisite
28053112	Retention Management	3	3		28051101
28013102	Leadership and teams	3	3		28051101
28053213	Diversity Management	3	3		28051101
28053214	Occupational Health and Safety	3	3		28051101
28034102	Human Resources Management	3	3		28034101
28024202	Human Resources Accounting	3	3		22011101
28012203	Negotiation skills and Conflict management	3	3		28051101
28074101	Graduation project in human resources Management	3	3		At Least 90 Cr.Hr
21013109	Business ethics	3	3		21012103
21043105	Entrepreneurship in Business	3	3		21011101
28073302	Practical training in Human Resources	3	3		At Least 90 Cr.Hr
Total		12	12		



4. Ancillary Courses (9 Credit Hours):

Course No.	Course Title	Cr. hr.	Theoretical	Practical	Prerequisite
23051102	Principles Of Macroeconomic	3	3		23051101
21022102	Public Relations Management	3	3		-----
24022101	Marketing Management	3	3		24011101
Total		9	9		



Advisory Study Plan for the Bachelor's Degree in

First Year				
First Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
2101101	Fundamentals of Management	3	-----	
2201101	Principles of Accounting (I)	3	-----	
2301101	Principles of Financial Management	3	-----	
2401101	Principles of Marketing	3	-----	
2501101	Basics of Management Information Systems	3	-----	
55011307	Culture and university behavior	0	-----	
Total		15		

Second Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
23051101	Principles of Microeconomics	3	-----	
23041101	Principles of Insurance (I)	3	-----	
25051102	Principles of Statistics	3	-----	
5501101	Military Science	3	-----	
5501102	Arabic Language (I)	3	-----	
Total		15		



Second Year				
First Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
21021201	Fundamental of scientific research	3	25051102	
21012102	Organization Theory	3	21011101	
21012103	Organizational behavior	3	21011101	
28051101	Fundamentals of Human Resource Management	3	-----	
	Elective Major subject	3	-----	
Total		15		

Second Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
28022101	Compensation Management	3	28051101	
28051202	Human Resources Planning	3	28051101	
28051203	Human resources staffing	3	28051101	
28052205	Performance management and development	3	28051101	
	Elective Major subject	3	-----	
Total		15		



Third Year				
First Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
28053107	Job design and Analysis	3	28051101	
21023203	Operations Research	3	21021202	
55011204	Life skills	3	-----	
55011103	English Language (I)	3	-----	
55011205	Knowledge Skills and Basics	3	-----	
	Elective Major subject	3	-----	
Total		18		

Second Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
28052104	Human Resources Training and Development	3	28051101	
55011306	Entrepreneurship and Creativity	3	-----	
28053108	Carrier path analysis	3	28051101	
28053209	Talent Management	3	28051101	
24022101	Marketing Management	3	24011101	
	Elective University subject	3	-----	
Total		18		



Fourth Year				
First Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
25012106	Computer Applications in Management	3	25011101	
28053210	Human Resource Management Strategies	3	28051101	
23051102	Principles of Macroeconomics	3	23051101	
28052206	International Human Resources Management	3	28051101	
	Elective University subject	3	-----	
21022102	Elective Major subject	3	-----	
Total		18		

Second Semester				
Course No.	Course Title	Cr. hrs.	Prerequisite	Co-requisite
28054111	Contemporary Topics in Human Resource Management	3	28051101	
21013108	Change management and development	3	21011101	
28014101	Law of Labor & Relations	3	28051101	
28034101	Human Resource Management Information Systems	3	25011101	
	Elective University Subject	3	-----	
	Public Relations Management	3	-----	
Total		18		

Description of Courses offered by the

Department of Human Resource Management

28051101 Fundamentals of Human Resource Management 3 Credit Hours

This course focuses on topics within the contemporary concerns of human resource management. The course includes definition and importance of human resources management and its functions, most importantly: job analysis, human resources planning, recruitment and selection, training and development, compensation, performance management, and retention management.

28051202 Human Resources Planning 3 Credit Hours Prerequisite:: 28051101

The course introduces the concept and process of human resource planning, strategic importance of the HR planning process to organizations, its nature and levels. It also includes the definition of the most theoretical and applied aspects in human resource planning and stages of the planning process, such as forecasting supply and demand of human resources tools, Human resource Audit, Succession Planning and how to develop appropriate human resources policies and practices based on best practice methodologies. Examine various corporate strategies in today's workplaces in conjunction with their significant effect on human resources. Identify the challenges facing the planning process and strategies to overcome resistance to change and how to apply ethical approaches in the whole process.

28051203 Human Resource Staffing 3 Credit Hours Prerequisite:: 28051101

This course focuses on the importance of recruitment and selection of human resources management, Ways and diverse techniques in attracting skilled and qualifications employees within the standards bases, specific criteria and steps for full any vacancies. It also focuses on the importance of identifying the characteristics, qualifications and granted authorities of jobs within the organizational structure of the organization

28052104 Human Resource Training and Development 3 Credit Hours Prerequisite: 28051101

This course focuses on role of human resource management and how it contribute to the success of business organization. It covers the concepts and essential methods in training and development through continuous analysis of the different skills of staff at all levels to find out the weaknesses in order to create & execute different training programs for all levels to enhance the performance of its individuals and teams.

28022101 Compensation Management 3 Credit Hours Prerequisite: 28051101



The course highlights concepts of Performance management and Compensation and deals with the theme that performance management is a continuous process of identifying, measuring, and developing the performance of individuals and teams and aligning performance with the strategic goals of the Organization. Performance management and Compensation is critical to small and large organizations, for profit and not for profit, domestic and global, and to all industries. After all, the performance of an organization depends on the performance of its people, regardless of the organization's size, purpose, and other characteristics.

28052205 Performance Management and Development 3 Credit Hours Prerequisite:: 28051101

This course focuses on basic concepts to evaluate the performance of employees using performance standards, its measurements and applying a balanced scorecard. The course covers an integrated designed system of staff performance appraisal to comply with the performance of individual and collective of organizations. This course covers the basic concepts, theories, methods, steps of performance management. The course includes dealing with rater error appraisal problems, managing the appraisal interview, and dealing with consequences of appraisal

28052206 International Human Resource Management: 3 Credit Hours Prerequisite: 28051101

This course focuses on different concepts in human resource management from a global perspective, also addresses the challenges facing the human resources managers globally, how to deal with the cultural diversity of the workers. This course focuses on the concepts, methods and techniques necessary for the process of recruitment, training and compensation of the workforce globally. In addition to the roles, activities and future visions in a global management.

28053107 Job design and analysis 3 Credit Hours Prerequisite: 8051101

This course outlines the concepts and importance of job design and analysis. Topics covered in this course include, basics of job analysis, methods for collecting job analysis information, job analysis methods, basics of job design, types of job design, approaches of job design, communicate tasks to employees, and job description and specifications.

28053108 Career Path Management 3 Credit Hours Prerequisite:28051101

This course describes the concept and importance of designing and analyzing work. it covers topics related to the fundamentals of analysis of work, methods of collecting information for analysis of work, fundamentals of work design, types of work design, work design approaches, job descriptions of employees.

28053209 Talent Mmanagement 3 Credit Hours Prerequisite: 28051101

The aim of the course is to gain a full understanding of the key components necessary to successfully manage talent in an organization. Course includes key concepts associated with talent management, types of talent, the importance and benefits of talent management, and the best strategies and tools of talent acquisition, deployment, development, and retention.

28053210 Human Resource Management Strategies 3 Credit Hours Prerequisite:28051101

Strategic human resources management course deals with the relationship between managing people and strive to achieve strategic goals and objectives of the organizations. This provides students with the knowledge, skills and attitudes to strategic human resources management decisions, as this course covers functions of human resource management from a strategic perspective.

28054111Contemporary Topics in Human Resource Management 3 Credit Hours Prerequisite:28051101

This course focuses on several important issues in domestic and international human resource management, this course includes the new trends in human resources management>

28014101 Law of labor & Relations 3 Credit Hours Prerequisite: 28051101

This course focuses on all laws that regulate the relationship between employers and workers in Jordan and the need to abide by the institutions that operate in the state. This course also focuses on explaining all the laws relating to the recruitment, training processes, and laws that safeguard the rights of employees.

28034101 Human Resources Management Information Systems 3 Credit Hours Prerequisite: 28051101

This course includes a statement of the concept of human resources information systems, their importance and types, and the use of human resources information systems in human resources functions such as human resources planning, compensation, wages and salaries. This course covers topics related to needs analysis, definition and selection of basic data, system design, evaluation, system maintenance of human resources information systems.

Graduation Project in Human Resource Management 28074101 3 Credit Hours Prerequisite: 28051101

Graduation project is an integral part of human resource management Bachelor program. So the goal of graduation project is to enable students to prepare a search in one of human resource management topics through the use of the various stages of the research methodology. This course will also prepare students to defend their researches.

28053112 Retention Management 3 Credit Hours Prerequisite: 28051101

The course focuses on measures that lead to retention of employees. It includes activities that systematically influence the binding, performance and degree of loyalty of staff. Employees need to feel they are appreciated, valued and trusted. Most people want to grow and to feel more competent and more responsible, at any level. Employee retention refers to the ability of an organization to retain its employees. The most common explanation for such significance is that excellent retention management has become a major source of competitive advantage in the modern and rapidly globalizing business world. Another key reason that is mentioned by a majority of companies is that it just simply costs too much money to replace even one valuable employee.

28013102 Leadership and teams 3 Credit Hours Prerequisite: 28051101

The objective of the course is to provide students with a vision of leadership and entrepreneurial leadership from a strategic point of view, and to give students the opportunity to explore the possibility of applying managerial functions in a more entrepreneurial manner and implementing entrepreneurial projects more successfully. This course also aims at introducing the concept of leadership and its characteristics as well as the characteristics of the entrepreneur and the relationship between the entrepreneur and the small enterprises in the business organizations and the characteristics of the family projects. The course also discusses how to find new projects and develop business plans for these projects.

280532103 Diversity Management 3 Credit Hours Prerequisite: 28051101

The aim of the course is to gain a full understanding of the key components necessary to successfully manage diversity in organization. Course includes definition of the key concepts of diversity management, historical bases of diversity in different organizations, its importance and benefits organizations gain by managing diversity, legislation related to diversity, and effective programs for managing diversity.

28053214 Occupation Health and Safety 3 Credit Hours Prerequisite: 28051101

This course provides an understanding of health and safety issues in organizations. It provides students with knowledge to deal with occupation safety and health risk, regulation, accidents causes, workplace health hazard, occupational security, and introduce remedies for health and safety problems.

28034102 E-Human Resource Management 3 Credit Hours Prerequisite:28051101

E-Human Resource Management course deals with the planning, implementation, and application of information technology for both networking and supporting at least two individual or collective

actors in their shared performing of Human Resource activities. The e-HRM is not the same as HRIS (Human resource information system). E-HRM is the devolution of HR functions to management and employees to access human resource functions via intranet or other web-technology channels. The course will allow HR staff to focus less on the operational and more on the strategic elements of HR, and allowing organizations to lower HR department staffing levels as the administrative burden is lightened.

28024202 Human Resource Accounting 3 Credit Hours Prerequisite:28051101

This course will adapt the accounting methods, systems, and techniques, which coupled with special knowledge and ability, to assist personnel management in the valuation of personnel knowledge, ability and motivation in the same organization as well as from organization to organization. The course deals employees as a liability instead of becoming a just human resource. HRA facilitates decision making about the personnel i.e. either to keep or to dispense with their services or to provide mega-training. The course will examine the impact of human resource accounting on the profitability and to explore the positive relationship between the indicators of human resource cost (training cost, development cost and number of staff) and the profit of any organization.

28012203 Negotiation Skills and Conflict Management 3 Credit Hours Prerequisite: 28051101

This course focuses on negotiation strategies, negotiation steps, behavioral patterns and procedures adopted during the negotiation process, in addition to the factors affecting the progress of the negotiation process and results. The course also deals with the basic concepts of steps and persuasion skills, planning, preparation and dealing with the negotiation atmosphere, the stages of bargaining, barriers and ways to overcome them, knowing the characteristics of a successful negotiator. The course includes practical applications and exercises to negotiate.

28073302 Practical Training in Human Resources 3 Credit Hours Prerequisite: After 60 Credit Hour

The training program provides students with the opportunity to work, learn, and gain practical experience in an organization. It helps students to develop an understanding of the professional field and industry in the main area of specialization of study, thus enriching the educational experience. As this is a highly valuable experience in preparation for future occupations.

21013109 Business Ethics 3 Credit Hours

Prerequisite: 21012103

This course aims to get students in to the concept of business ethics and social responsibility in the light of the development of societies and the emergence of the need for them to realization to meet the renewable societal needs, and requires it to put the philosophy and mechanisms of action of the organizations within the social ethical framework is reflected positively on the various segments of society. And often using course need to focus on linking the business community and adopt a social and moral responsibility, and attention to the themes of integrity, transparency and the development of ethical codes of professional and constitutions.

21013108 Change and development management 3 credit hours Prerequisite: 21011101

This course deals with the concept of change and its importance in the life of organizations, its causes, the most important change strategies, the stages of change management, and how to deal with cases of resistance to change. From another aspect course explains the meaning of organizational development, and its objectives, steps, the parties that handles organizational development and the requirements of organizational development as well as considering the role of change management in training and development.

21011101 Fundamental of Management: 3 credit hours Prerequisite: Nil

This course designed to deal with discussion and analysis of the basic principles and concepts, terminology and administrative practices with particular attention to the administrative levels and basic managerial functions of planning, organizing, leading and directing. In addition, the evolution of modern management thought by exploring management theories and practice in the management of the Organization and its personnel to meet the needs of modern public and private institutions and consistent with global governance.

21012103 3 Organizational Behavior credit hours Prerequisite: 21011101

The definition and nature of organizational behavior, its dimensions and elements, the behavior of individuals and groups in organizations and the factors affecting it such as perception, attitudes, values, personality, frustration, stress, motivation, organizational culture, organizational climate, change and development, conflict and innovation in organization

21023203 3 Operations Research: credit hours Prerequisite: 21021202

Operations Research or Operational Research (OR) is an interdisciplinary branch of mathematics which uses methods like mathematical modeling, statistics, and algorithms to arrive at optimal or good decisions in complex problems which are concerned with optimizing the maxima (profit, faster assembly line, greater crop yield, higher bandwidth, etc) or minima (cost loss, lowering of risk, etc) of some objective function. The eventual intention behind using Operations Research is to elicit a best possible solution to a problem mathematically, which improves or optimizes the performance of the system.

21012102 Organization Theory: 3 credit hours Prerequisite: 21011101





This course aims to introduce students to the basic concepts of organization theory, and its goals, and the importance of study, and the role of development, traditional and modern models in organization theory, and analysis of components and the entrances to their design, and the principles underlying it, and measure organizational performance, the organization and the environment, and components and their types, and historical development, and the stages of its growth, and the technology used in the organization.