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| الوصف التفصيلي للمادة الدراسية - إجراءات تنفيذ مهام لجنة الخطة الدراسية/ كلية الاقتصاد والعلوم الإدارية Course Detailed Description – Procedures of the Course Plan Committee/Faculty of Economics and Administrative Sciences | QF05/0408-2.0 |
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| Department | Business Administration / MBA | القسم |
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| Advanced of Human Resource Management | اسم المادة الدراسية Course Name | 501704 | رقم المادة Course No. |
| -- | المتطلب السابق للمادة (Prerequisite) | 3 | الساعات المعتمد Credit Hours |
| 2012/10/2 | رقم وتاريخ اعتماد الخطة الدراسية Number & date of course plan approval | | الوصف المختصر Brief Description |

This course of Human resource management introduces students of Master of contemporary work environment. The course begins with ever changing world of work and its effects on HRM. then it proceeds to introduce the basic functions of HRM such as staffing function with special emphasize on planning, recruiting, selecting, socializing, training and developing of human resources. the course focuses on how organizations encourage high performance by evaluating pay and rewarding employees.

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| 1- Discuss how cultural environment affect human resource management. 2- Explain the meaning of HRM and its importance. 3- Describe Human resource planning and identify job analysis and how it permeates all aspects of HR. 4- Define recruiting, selecting and socialization functions, and their main stages. 5- Understand the terms career and performance management systems and whom they serve. 6- Discuss Employee rewards and benefits; their costs and advantages. | أهداف المادة: (Course Objectives) | | |
| 1- Human Resource Management. 2- Strategy of Human Resource Management. 3- Environment change and its affect on H.R.M. 4- Intellectual Capital. 5- Knowledge Management. 6- H.R.M Functions. 7- Analysis and Design of work. 8- Recruitment and Selecting Employment. 9- Orientation and Training Employment. 10- Performance Appraisal 11- Globalization and its affect on H.R.M. 12- The Role of the Ethics in H.R.M. | موضوعات المادة: (Course Topics) | | |
| NOE, ETAL.(2003)' HUMAN RESOURCE MANAGEMENT: GAININ A COMPETITIVE ADVANTGE ' FOURTH ED., IRWIN , BOSTN. | الكتاب المعتمد: (Text Book) | | |
| 1- NOE, ETAL.(1999)' HUMAN RESOURCE MANAGEMENT: GAININ A COMPETITIVE ADVANTGE ' FOURTH ED., IRWIN, BOSTN. 2-BYARS, L LLOYD, & RUE, LESLIE (2000)' HUMAN RESOURCE MANAGEMENT ' IRWIN, BOSTON. 3-IVANCEVICH, M, JOHN, (1995). HUMAN RESOURE MANAGEMENT, USA. 4- ROBBINS, (1996) ' HUMAN RESOURCE MANAGEMENT' 5- SCHULER ,(1995) ' HUMAN RESOURCE MANAGEMENT' 6- GARY DESSLER,(2003) ' HUMAN RESOURCE MANAGEMENT' | المراجع العلمية: (References) | | |
| اعمال السنة 50% = Course Work (تقارير، أبحاث، امتحانات يومية) (Reports, Term Papers, Quizes) الامتحان النهائي 50% =Final Exam | طريقة التقييم □ للمواد العملية: (Practical Course Grade Determination) | المشاركة 10% = Participation الامتحان الأول 20% =1 st Exam الامتحان الثاني 20% = 2 nd Exam الامتحان النهائي 50%=Final Exam | طريقة التقييم □ للمواد النظرية: (Grade Determination) |



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Course Detailed Description – Procedures of the Course Plan Committee/Faculty of
Economics and Administrative Sciences

QF05/0408–2.0

(Course Outline) التوزيع الزمني:

| ملاحظات Notes | الصفحات في الكتاب المعتمد Pages in Textbook | الموضوعات Subjects | عدد الساعات Hours | الاسبوع Week |
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| | | Human Resource Management : - What is a H.R.M.? - Historical view of H.R.M H.R.M Present and Future. | 3 | 01 |
| | | Strategy of Human Resource Management : - What is a Strategy? - Strategic approach for H.R.M | 3 | 2 |
| | | Environment change and its affect on H.R.M | 3 | 3 |
| | | Intellectual Capital | 3 | 4 |
| | | Knowledge Management | 3 | 5 |
| | | H.R.M Functions : 1 - Human Resource Planning | 3 | 6 |
| | | 2- Analysis and Design of work | 3 | 7 |
| | | 3- Recruitment and Selecting Employment | 3 | 8 |
| | | 4- Orientation and Training Employment | 3 | 9 |
| | | 5- Performance Appraisal | 3 | 10 |
| | | Globalization and its affect on H.R.M | 3 | 11 |
| | | The Role of the Ethics in H.R.M | 3 | 12 |

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| 2012/10/2 | تاريخ الاعتماد Date of Approval | اعتمدت من قبل رئيس القسم Approved by Dept. Chair |
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معلومات إضافية: (يتم تحديثها في كل فصل دراسي وتعباً من قبل مدرس المادة)

Extra Information: (Updated every semester and filled by course instructor)

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| Dr. Abdul Aziz alnidawy | مدرس المادة Course Instructor |
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| | الساعات المكتبية |