

**Ministry of Higher Education and Scientific Research  
Academic Supervision and Evaluation Commission  
Quality Assurance and Academic Accreditation Department**



## **Academic Program Description Form for Colleges and Institutes**

**University: Warith Al-Anbiya  
College/Institute: Administration and Economics  
Scientific Department: Oil and Gas Economics  
Date of filling the file: 19/9/2024**

**Signature:  
Name of Head of Academic  
Department:  
:Date**

**Signature:  
Name of Scientific  
Assistant:  
Date:**

**Subject teacher: M.M. Karaar Ali Al-Ghazi  
File reviewed by: Quality Assurance and  
University Performance Division  
Name of Director of Quality Assurance and  
University Performance Division:  
Date: 19/9/2024**

**Signature:** 

**Dean's approval**

## Course Description Form

### Course Description

This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. It must be linked to the programme description.

1. Educational institution	Faculty of Administration and Economics / University of Warith Al-Anbiya
2. Scientific Department / Center	Oil and Gas Economics
3. Course Name/Code	Human Resources Management
4. Available forms of attendance	Live attendance in the classroom
5. Semester/Year	Academic year: 2023/2024
6. Number of study hours (total)	90 hours theoretical
7. Date this description was prepared	19/9/2024
<b>8. Course Objectives</b>  <b>A-</b> Teaching the student and gaining experience to understand the concept of human resources. <b>B-</b> Learning how to identify the needs of organizations for the workforce. <b>C-</b> Learning how to motivate employees and increase productivity through job satisfaction. <b>D-</b> Learning how to improve work relations between employees and deal with and resolve conflicts. <b>E-</b> Learning how to plan and distribute human resources in a manner consistent with the goals of organizations.	

## 9. Course outcomes, teaching, learning and assessment methods

### A- Cognitive objectives

- Knowing and understanding the work of human resources management.
- Understanding the importance of human resources in the work of organizations.
- Knowing the historical development of human resources management.
- Knowing and understanding the importance of the stages of recruitment, selection, appointment and evaluation of the performance of workers in organizations.

### B - Course specific skill objectives.

- Learn how to communicate effectively with employees and management.
  - Develop the ability to analyze human resource management problems (low productivity, high turnover.)
  - Organize time and manage priorities to meet the needs of employees and management quickly and effectively.
  - Learn how to direct work teams and manage human resources.
- \*These skills help human resource professionals provide added value to the organization by improving the efficiency of operations and developing a positive and encouraging work environment.

### C- Emotional and value-based objectives

- Promoting positive values and attitudes that enhance the humane and balanced work environment for workers in this field.
- Developing a sense of responsibility towards society and the surrounding environment.
- Learning the values of equality and non-discrimination and working to create an inclusive work environment.
- Learning how to build a strong relationship between the employee and the organization by enhancing belonging to shared values and the general goal of the institution.
- Making decisions that enhance justice in hiring, promotion, evaluation and working in a team spirit to achieve common goals effectively.
- \*These emotional and value-based objectives contribute to building a healthy and sustainable work environment and stimulate the development of human relations within the institution, which benefits both employees and the organization in general.

**D - General and transferable skills (other skills related to employability and personal development).**

1- -Communication and teamwork skills.

2- -Problem solving, adaptability, flexibility and time management skills.

3- -Leadership, technical, research and thinking skills.

\*These skills make individuals more employable and enhance their capabilities on a personal level because they allow them to adapt to different work conditions and requirements and the ability to provide added value in any organization in which they work.

**E- Evaluation methods**

1- Written tests (2 monthly exams) (30 marks)

2- Oral and paper tests (daily exams) (10 marks)

3- Attendance, participation and assignments (10 marks)

**F - teaching and learning methods**

In-person lectures, group discussions and on-screen demonstrations.

## 10. Course Structure

The week	Watches	Required learning outcomes	Unit name/ topic	Teaching method	Evaluation method
1	3	An idea about the stages of development of human resources management	Historical development of human resource management	a lecture	daily
2	3	Understand the concept of HR in organizations, its importance, objectives, .strategies and mission	Human Resources Management and Strategic Planning	a lecture	daily
3	3	Understand the nature of the relationships that govern HR work within organizations	Organizational/Individual Relationships and Retention	a lecture	daily
4	3	Learn about the importance of equal employment regulations and diversity in .organizations	Legal Framework for Equal Employment and Diversity	a lecture	daily
5	3	Learn about job analysis methods, job description cards and job design .techniques	Job Analysis and Design	a lecture	daily
6	3	Gain a clear understanding of the ways and places of employment of individuals .in the work environment	Employment in labor markets	a lecture	daily
7	3	First month exam	First month exam	exam	exam
8	3	Learn how we select .individuals	Human Resources Selection	a lecture	daily
9	3	View training and development plans and programs for employees	Human Resources Training	a lecture	daily
10	3	How to manage, invest and develop experienced people	Talent Management and Development	a lecture	daily
11	3	Learn about employee performance evaluation methods	Performance management and evaluation	a lecture	daily
12	3	Review the rewards system, the details of the concept of variable wages, and methods of paying .compensation	Total Executive Compensation and Bonuses/Variable Pay	a lecture	daily
13	3	Identify and manage the	Employee Benefits	a lecture	daily

		characteristics and positives of working individuals	Management		
14	3	Identifying risk levels at work and developing a protection system/measuring and evaluating the level of performance	Risk Management and Occupational Safety/Performance Evaluation System	a lecture	daily
15	3	Second month exam	Second month exam	exam	exam

### 11. Course Infrastructure

1- Required textbooks	There is no prescribed book.
<b>2- Main references (sources)</b>	
A- Recommended books and references (scientific journals, reports, etc).	-Book (Human Resources Management, Al-Salem, Mu'ayyad Saeed, Saleh, Adel Harhoush)
B - Electronic references, websites...	

### 12. Curriculum Development Plan

<p>1- Continuously updating the curriculum resources in order to keep pace with developments and changes according to an ideal educational environment that seeks to reach a high educational level.</p> <p>2- Working on adding a paragraph (case study) for each paragraph of the curriculum to bring the concept of the theoretical aspect closer.</p>
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**2024/2023**