



Kuwait University
College of Business Administration
Management and Marketing Department



Course Syllabus

Spring 2024

dr. Salah A. Alabduljader

511 Human resources management and development

Days:3

Lecture Time: 1015511 (17:00-19:50 P.m.)

Location : BUA-S / 1020

Contact Information:

Location : Management and Marketing Department

Email : MyU@dr_salah

Office : 010A1012 / south building

Office Hours : (1.3.5 / 14:00 to 14:50 pm)

Social Media :

Teaching Assistant:

Name :

Location :

Office :

Email :

Office Hours :

Tutorial :

Course Description:

Systems and methods of human resources management in business and services organizations, and the extent of the impact of these systems on the efficiency and effectiveness of human resource performance and the impact of that on organizational performance.



Course Objectives

The objectives of this course include the following:

The learning outcomes for this course, listed below, relate to the learning goals of the College of Business Administration graduate Program,

1. Work and job analysis.
2. Human Resource Planning.
3. Employee performance evaluation.
4. Training and administrative development.
5. Staff development and motivation methods.

Focusing on the strategic dimension in human resource management and staff development for the organization

Course Learning Outcomes and Objectives:

The learning outcomes for this course, listed below, relate to the learning goals of the College of Business Administration Undergraduate Program, which can be found in the appendix at the end of this syllabus.

Upon successful completion of the course, students will be able to:

1. Learn to work and job analysis.
2. Learn human resource planning.
3. Learn to evaluate employee performance.
4. Training and administrative development.
5. Learn the methods of developing and motivating workers.

Required Material:

Textbook: Human Resource Management, ROBERT L. MATHIS, JOHN H. JACKSON, 12 th Edition, Thomson South-Western 2008.

- Human Resource Management, Dr -Zaki Mahmoud Hashem, Zat alsalasel , 2 th Edition Kuwait 1990.

- OTHER material will be announced in class.

E-Learning System : Search for material that addresses specific issues of interest

Course Website :



Kuwait University
College of Business Administration
Management and Marketing Department



Course Requirements and Policies:

Individual Assignments: short reports/case analysis /position papers.

In-Class Tests: Four quizzes and a Final exam. These tests will be in class answering/essay type of questions that lead to the assessment of your comprehension of and ability to demonstrate your understanding.

Participation: very much encouraged.

Class Preparation – Readings, Videos, and Online Quizzes:

Attendance and Participation: Every student in this course must abide by the Kuwait University Policy on Attendance (published in the Student Guide, Chapter 3, Section 13). A copy of the student guide can be accessed online on:

http://www.kuniv.edu/cs/groups/ku/documents/ku_content/kuw055940.pdf

This course has a significant seminar component and class participation is critical to the learning experience. Participation will be assessed in each class period. Your class participation and attendance will both contribute to your score of in-class performance.

Cheating and Plagiarism: Every student in this course must abide by the Kuwait University Policy on Cheating and Plagiarism (published in the Student Guide, Chapter 3, Section 2). A copy of the student guide can be accessed online on:

http://www.kuniv.edu/cs/groups/ku/documents/ku_content/kuw055940.pdf

Please carefully note all sources and assistance when you turn in your work. Under no circumstances should you take credit for work that is not yours. You should neither receive nor give any unauthorized assistance on any deliverable. If you have any questions about what constitutes “unauthorized assistance” please email me before the deliverable is submitted.

Writing Style: Students must refer to APA writing style for their assignments and report writing. Refer to the English Language Center for help.



Grading:

The scores in this course will be the weighted average of the following items:

Weight	Description
15	Mid Term Exam 1
15	Mid Term Exam 2
10	Attendance Participation
5	Interactive & Initiatives
10	Project 1 - Major case Analysis & Presentation
15	Project 2 - Major case Analysis & Presentation
30	Final Exam
100%	TOTAL

Grade Distribution:

Grade	Range
A	≥ 95
A-	≥ 90 and < 94
B+	≥ 88 and < 89
B	≥ 83 and < 87
B-	≥ 80 and < 82
C+	≥ 78 and < 79
C	≥ 73 and < 77
C-	≥ 70 and < 72
D+	≥ 65 and < 69
D	≥ 60 and < 64
F	< 60

Course Outline:

- **Chapter 1**
 - The concept of human resources management

- **Chapter 2**
 - Human resources management as an integrated system and approach



- **Chapter 3**
 - Job analysis and characterization

- **Chapter 4**
 - Human resources planning

- **Chapter 5**
 - Recruitment

- **Chapter 6**
 - Performance Evaluation

- **Chapter 7**
 - Incentives

Important Dates:

Date	Event
Mar 05 th , 2024	Mid Term Exam (1) 17:00-19:50pm.
April 09 th , 2024	Mid Term Exam (2) 17:00-19:50pm.
May 21 th , 2024	Final Exam 17:00-19:50pm.