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Project Title: Modernization of Teaching Methodologies in Higher Education: Eu Experience For Jordan And Palestinian Territory

Project acronym: METHODS

Project Number: 561940-EPP-1-2015-1-JO-EPPKA2-CBHE-JP

Funding scheme: Erasmus+ Programme (Capacity-Building projects in the field of Higher Education (E+CBHE))

Start date of the project: 15/10/2015 **Duration:** 36 months

Deliverable title	Course Outline
Author(s)	Mahdi A Kleibo
Organisation name(s)	Bethlehem University
WP Number	5
WP Leader	Birzeit University
Due date of delivery	Fall 2017 August 2017-Dec. 2017

Project co-ordinator name, title and organisation:

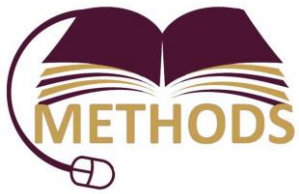
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Bethlehem University

Business Faculty

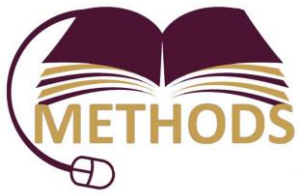
Course title/code	Human Resources Management (HRM) for the Business Students (Business Industry)	BUSA314
	Human Resources Management (HRM) for the Hotel Management and Tourism Students (Hospitality Industry)	TOUR243
Instructor /office	Mahdi Kleibo	
Semester- Year	Fall 2017	
Compulsory/Elective	Compulsory	
Prerequisites	BUSA314 Prerequisite: BUSA 210	

Course Description	-This course provides general understanding of the role of the management of people at work in theory and practice.
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Generic Competences *	Human Resource Management course specifically outline: -The roles and functions of members of the human resources department (It also provides a specific body of knowledge in human resource management as well as educating others outside human resources, in how their roles include human resources-related activities).	
Specific Competences (SCs)	Direct	The ability to <u>define and defend</u> the following: <ul style="list-style-type: none"> ▪ The importance of human resources and their effective management in organizations ▪ Basic understanding of different tools used in forecasting and planning human resource needs. ▪ Meanings of terminology and tools used in managing employee's performance and effectiveness. ▪ The managerial regulations affecting employees and employers ▪ Key issues related to administering the human elements such as motivation, compensation, appraisal, career planning, diversity, ethics, and training.
	Intermediate	The ability to <u>carry on</u> with the following: <ul style="list-style-type: none"> ▪ Current theory and practice of recruitment and selection. This includes but not limited to the supply of human resources and the advantages and disadvantages of external and internal recruiting ▪ The role of recruitment and selection in relation to the organization's business and HRM objectives in a Palestinian context. This includes demonstrating the appropriate use of job descriptions, application forms and related staffing tools such as the use of IT in recruiting.

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	Advanced	<p>The ability to <u>generally understand</u> the following:</p> <ul style="list-style-type: none"> ▪ Organizational needs for development and change ▪ Negotiation processes and the role of the mediator in ensuring a successful outcome to these processes. ▪ Feasibility and nature of the link between business strategy and HR strategy. ▪ Strategic Human Resource Management including commitment and engagement, organizational design, performance management, learning and development, international HR practices, and organizational culture ▪ Role of HR planning in functions such as training and development.
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- These competences related also to the project Methods

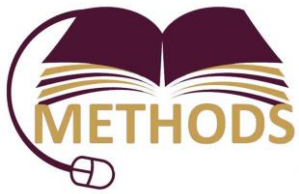
	Course contents	SC1	SC2	SC3	SC4
1	In class oral discussions	X	X	X	X
2	Quizzes	X	X		
3	Home assignments	X	X		
4	Presentation 5-7 participants (Project Based Learning)		X		
5	Presentation 2-3 participants (Problem Based Learning)			X	
6	Presentation 1 person (Product / Service Based Assignment)				X

Schedule				
Week	Subject	Activity Description *	Evaluation Criterion	
			Description	%
<p>-June 15 – July 15, 2017 preparing for practicing flipped classroom method. Self-video recording chapter 1-3. Video will be downloaded via e-class by August 15.</p> <p>-Student card will be designed to fill up via e-class port (sample attached).</p> <p>-Student agreement will be signed via e-class port (sample attached).</p> <p>-Course outline will be presented via e-class port (sample attached).</p> <p>-Lecturer mini keynotes will be posted via e-class (sample attached).</p> <p>-Library discussion room will be reserved 1.30 hour on weekly basis for small groups and individual discussions (booking required) during the entire semester aside to the 1.30 hour walk-in office hour.</p>				
1	Introduction to HR Course. Chapter 1 Introduction to Human Resources Management	<p>-METHODS project concept introduced to students for successful engagement.</p> <p>-Course outline introduced</p> <p>Chapter 1 Introduction to Human Resources Management starting with:</p> <p>-Keywords definitions (vocabulary). Keywords: HR Definition, Business Management, HR concepts Principles, HR Trends, Human Capital, Strategic HR Management, Entrepreneurship, Globalization, Technological Trends, Prove of</p>	<p>Chapter One. Flip classroom, oral discussion stimulation.</p> <p>-SWOT Analysis Patrice. (The importance of research.)</p> <p>Assignment</p> <p>-Homework: Define in your own words half page what is flip classroom. (Deliver online within one week time).</p> <p>-Homework: Define in your own words half page who are you. (Deliver online within one week time).</p> <p>-----</p>	0%

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		Evidence, Economic Challenges, Managing Ethics.	Lecturer key notes: -Create Facebook group account for discussion. -Encourage to do John Holland Edu & Career Finder and Tamheed Psychological Exam Exams -Encourage to do TOFEL / ITP to apply for Erasmus+ Student Exchange Program.	
2+3	Chapter 2 Chapter Two Equal Opportunity & the Law.	Chapter Two Equal Opportunity & the Law. Keywords definitions (vocabulary). Gender, Equality, Law, Vocational Rehabilitation, Discrimination, Sexual Harassment, Human Qualifications, Recruitment, illegal actions, Managing Diversity, Affirmative actions, Authority, Equal Opportunity. Chapter Three Keywords definitions (vocabulary).	Chapter Two. Flip classroom, oral discussion stimulation. Assignment -Homework: Watching 10 youtube clips. -Homework: Reading and reporting 1 small case study within two week time. ----- Lecturer key notes: -Quiz (chapter 1& 2) Collecting the previous Homework. Just collecting the assignment, Zero value. -Open a file for all students to define each case individually with special focus on students with critical GPA (2 minus/4) and undetected disability.	%
3-4	Chapter 3 The Manager's Role in Strategic Human Resource Management.	Keywords: Hierarchy, Management Planning, Business Planning, Showcase, Motivational Goals, Managers Objectives, Management Grid, Management by Objectives, Strategic Management, Types of Strategy, Cooperate Strategy, Mangers Role in Strategic Planning, Competitive Intelligence, Execute Plans, Strategic HR Management. HR Strategic Polices, Use of HR Consultants, Translating Strategy into HR Polices and Practices. Building High Performance. Evidence Based Management.	Chapter Three. Flip classroom, oral discussion stimulation. Workshop in Class: 5-7 participants in each group. Assignment is to create one page Business Plan to allocate 1 Leader & 1 Writer from each group. Workshop in Class: 4 participants in each group. Gather Leaders & Writers from all groups, they decide who will be on their team. Assignment is to create one page Cooperate Strategy. Unpicked students I will start working on empowering their capacity (Zoom in) as they will be categorized under the title "pool of unemployment". They will be given priority in Library hour. Assignment -Homework: Watching 10 youtube clips. -Homework: Reading and reporting 1 small case study within two week time. ----- Lecturer key notes: -First Hour Exam (Chapter 1& 2) -Collecting Homework -Hosting guest Lecturer (previous student)	% %
5-6	Chapter 4 Job Analysis	Keywords definitions (vocabulary). Keywords: Managers Role, Responsibility and Authority. Basic Job Analysis, Job Analysis Information, Job Analysis, Job Discretion and Job Specification, Job Analysis Guidelines, Methods for Collecting Job Analysis Information. Interview Guidelines, Writing Job Description.	Chapter Four. Mixed style Lecturing with Flip classroom, oral discussion stimulation. Workshop in Class: 3 participants in each group, blending one candidate from the unemployed category with others 2 strong partners to transfer knowledge, best practices and experience within one assigned mission.	



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			<p>Assignment</p> <p>-Homework: Watching 10 youtube clips.</p> <p>-Homework: Reading and reporting 1 small case study within two week time.</p> <p>-----</p> <p>Lecturer key notes:</p> <p>-Quiz</p> <p>-Collecting Homework</p>	<p>%</p> <p>%</p>
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* PBL, MOOC, Inverted Classroom should be introduced within activity description

Textbook and References	Compiled Material from the following resources: ✓ -Youtube ✓ -The Essential Workplace Conflict Handbook. Authors Barbara Mitchell & Cornella Gamlem.	
Overall Assessment Criteria	Method	Weight [%]
	Short term delivery Measured via designed first hour, second hour and third hour exam conducted during the course duration.	50%
	Intermediate delivery Problem based learning: Measured via academic quizzes, group discussions, library, research and assigned exercises.	30%
	Long term delivery Project based learning: Measured via group and individual presentation.	20%