

<p>Kingdom of Saudi Arabia Ministry of Higher Education Qassim University College of Engineering</p>		<p>المملكة العربية السعودية وزارة التعليم العالي جامعة القصيم كلية الهندسة</p>
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CE 683 Human Resources Management for Engineers

College: Engineering

Department: Civil

First: Course Definition

1- Course Code: CE 683

2- Units: 3

3- Semester:

4- Prerequisite:

5- Co-requisite:

6- Location (if not on main Campus):

Second: Course Objectives

- 1- Develop the procedure of selecting dedicated personnel who will work effectively in the organization.
- 2- Analyzing the behavior of individuals, groups and organizational structure.
- 3- Develop a multidisciplinary approach for identifying various situations regarding problem solving.

Third: Course Specifications

1- Topics to be covered		
Subject	No of Weeks	Units
Strategic Human Resource Management	2	6
Healthcare Workforce Planning/Budgeting, Workload and Turnover Analysis	2	6
Job Analysis, Job Design, including Job Description development	2	6
HR Planning and Recruiting	1	3
Recruitment, Selection, and Retention	1	3

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Training and Developing Employees	2	6
Performance Management and Employee Evaluation	1	3
Organized Labor and Unions	1	3
Job Evaluation	1	3
Establishing Strategic Pay, Bonus and Incentive Plans	1	3

2- Course components (Total hrs in the Semester: 42)

Lecture	Exercise	Other
42	-	0

3- Intended Learning Outcomes of the Course (ILO's)

a. Knowledge

i) Description of the knowledge to be acquired:

- Define human resources management and explain its role in formulating and executing health care organizations overall strategic plans.
- Identify and give examples of the HRM responsibilities of line and staff managers in health care organizations.
- Identify job analysis processes, job descriptions and exercise employment planning.
- Identify the overall selection process including tests, interviews, and background checks.-

ii) Teaching strategies to be used to develop that knowledge

- Class lectures.
- Term projects.
- Students' presentations.
- Group discussion.

iii) Methods of assessment of knowledge acquired

- Exams.
- Quizzes.
- Homework assignments.
- Term projects.

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b- Cognitive (Intellectual) Skills

i) Cognitive skills to be developed

- Identify and discuss the roles, contributions and influences different groups of health professionals.
- Identify employee training and development needs.
- Discuss ways to train and maintain a diverse workforce.

ii) Teaching strategies to be used to develop these cognitive skills

- Class lectures.
- Case studies analysis.
- Term projects.

iii) Methods of assessment of students' cognitive skills

- Students' seminars and presentations.
- Term projects.
- Written reports.

c. Interpersonal Skills and Responsibility

i) Description of the interpersonal skills and capacity to carry responsibility to be developed

- Decision making based on engineering analysis.
- Communication skills.
- Team work.

ii) Teaching strategies to be used to develop these skills

- Class lectures.
- Term projects.
- Case studies analysis.

iii) Methods of assessment of students' interpersonal skills and capacity to carry responsibility

- Term project.
- Written reports.
- Students' seminars and presentations.

d. Communication, Information Technology and Numerical Skills

i) Description of the skills to be developed in this domain

- Literature research.
- Problems modeling.

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- Utilization of computer applications in analysis and design.

- ii) Teaching strategies to be used to develop these skills**
- Class lectures.
 - Case studies analysis.
 - Computer lab sessions.
 - Term projects.
- iii) Methods of assessment of students numerical and communication skills**
- Term projects.
 - Written reports.
 - Students' seminars and presentations.

e. Psychomotor (if applicable) & Other Non-cognitive Skills

i) Description of the psychomotor or other skills to be developed and the level of performance required

- NA

ii) Teaching strategies to be used to develop these skills-

- NA

iii) Methods of assessment of student's psychomotor skills

- NA

4- Student Assessment Schedule

Serial	Assessment tool (test, group project, examination etc.)	Week due	Weight
1	Term Project – 1	3 rd	15 %
2	Mid Term Exam -1	7 th	15 %
3	Term Project – 2	10 th	15 %
4	Term Project – 3	13 th	15 %
5	Final Exam	16 th	40 %

5- Student Support

- Providing electronic library of textbooks and scientific periodicals.
- Providing the necessary computer applications for the course.

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6- Learning Resources

i) Essential Books (References)

- Richard A Swanson and Elwood F. Holton "Foundations of Human Resource Development," 2nd edition, BK publishers Inc, 2009 .
- Dessler, G. "Human Resource Management," 11/E, Florida International University, 2008.

ii) Course Notes

- NA

iii) Recommended Books

- Fried, B. J., Fottler, M.D., & Johnson, J.A., Human resources in healthcare: Managing for success. (3rd ed.). Chicago: Health Administration Press,2005.

iv) Electronic Books & Web Sites:

- Scientific journals and forums.
- Instructor’s instruction.

v) Periodicals

- ASCE scientific journals.

7- Course Evaluation and Improvement Processes

i) Strategies for Obtaining Student Feedback on Effectiveness of Teaching

- Students’ questioners.
- Students’ evaluation of course and instructor.

ii) Other Strategies for Evaluation of Teaching by the Instructor or by the Department

- Public faculty seminars.
- Assessment by external evaluators of students achievements.
- Instructor (Course) Report
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iii) Processes for Improvement of Teaching

- Assessment of students' work by external examiners.
- Analysis of students' evaluation of course and instructor.
- Seminars by industry professionals.

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iv) Processes for verifying standards of student achievement

- Check marking by an independent faculty member of a sample of student work.
- Periodic exchange and remarking of a sample of assignments/exams with a external evaluator.

v) Describe the planning arrangements for periodically reviewing course effectiveness and planning for improvement.

Assessment and evaluation of the level of achieving the course outcomes through a continuous improvement process (part of a quality assurance system established by the university),

- Consequently, actions are to be taken to improve the course delivery when necessary.
- Review of the course objectives, outcomes and curriculum every 2 years.-