

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Human Resources Management for Oil Facilities		Module Delivery
Module Type	C		☒ Theory ☐ Lecture ☐ Lab ☒ Tutorial ☐ Practical ☒ Seminar
Module Code	MMOG2201		
ECTS Credits	7		
SWL (hr/sem)	175		
Module Level	2	Semester of Delivery	2
Administering Department	Oil and Gas Management and Marketing	College	Shatt El Arab University/ Faculty of Business and Economics
Module Leader	Hiba Yousif Abed	e-mail	Hiba.youssuf@sa-uc.edu.iq
Module Leader's Acad. Title	Master.	Module Leader's Qualification	Master
Module Tutor	Dr. Rafid Abdel Jalil Majeed	e-mail	rafid.abduljalil@sa-uc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	1/9/2025	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية	
Module Objectives أهداف المادة الدراسية	1. Providing knowledge and thought about the services provided by organizations to human resources. 2. Clarifying the occupational health, safety and industrial security programs included in the Human Resources Department. 3. Studying employee morale, satisfaction and organizational climate. 4. Developing students' skills and consolidating their knowledge about the planning and development of the career path of the human resource. 5. Activating students' understanding of career movement management in terms of promotion systems, methods, and the basics of career rotation. 6. Clarifying the basics of intellectual and human capital
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	A. Cognitive Objectives A1. Enable the student to define the concept of human resource management A2. Acquire knowledge of the roles of human resources management A3. Enable the student to define the organization's goals, effectiveness, and efficiency. B. Skill Objectives of the Course B1- Scientific Skills B2- Skills of planning and training students on how to practice human resource management and its functions B3- Leadership Skills
Indicative Contents المحتويات الإرشادية	Course description orientations are a set of guidelines or guidelines that explain how to design and prepare a course description in a clear and appropriate way. These processes aim to help faculty and stakeholders provide essential information about the course in a structured and comprehensive manner that meets the requirements of the quality of education. These processes include the following elements: 1. Define Course Objectives: • Setting clear and specific learning goals that reflect what the student should achieve by the end of the course. 2. Determining Learning Outcomes: • Identify the skills and knowledge that students will acquire, such as cognitive, practical and thinking skills. 3. General course description: • Provide a brief overview of the course content, purpose, and relevance to the academic program. 4. Content Description: • Identify the topics to be addressed in the course in detail, and distribute them on the study schedule. 5. Determining teaching methods: • Describe the means and methods used to present the content, such as lectures, discussions, and practical exercises. 6. Determining the Evaluation Methods: • Explain how students achieve learning outcomes, such as tests, projects, and

	reports. 7. Learning Resources: • Provide a list of study materials and references used in the course, including books, articles, and digital resources. 8. Basic Requirements and Conditions: • Determine the courses or skills that the student must complete before registering for the course. 9. Timeline: • Setting a schedule that determines the teaching times and different activities during the semester. 10. Course Policies: • Clarify rules and policies related to attendance, discipline, duties and examinations. These guidelines are essential to ensure consistency and clarity in course descriptions, helping students and faculty achieve learning goals efficiently.
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Learning and Teaching Strategies استراتيجيات التعلم والتعليم	
Strategies	1- Theoretical study through lectures 2. Case study and discussion 3. Use of interrogation technique

Student Workload (SWL) الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا			
Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	73	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	6
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	77	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	7
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	150		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	4	LO #A1
	Assignments	1	10% (10)	4	
	Projects / Lab.	1	10% (10)	4	
	Report	1	10% (10)	4	
Summative assessment	Midterm Exam	1hr	10% (10)	7	
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المناهج الاسبوعي النظري	
	Material Covered
Week 1	The historical development of the concept of human resource management .
Week 2	The Concept and Origin of Human Resource Management
Week 3	Historical Development of Human Resource Management
Week 4	The Concept of Human Resources and Human Resource Management
Week 5	The Importance of Human Resource Management
Week 6	Objectives of Human Resources Management
Week 7	Semester Exam
Week 8	Challenges facing human resource management
Week 9	Function Analysis
Week 10	Methods of determining the specifications of the incumbent
Week 11	HR Planning
Week 12	The Importance of HR Planning
Week 13	Stages of HR Planning
Week 14	Recruitment, Selection and Recruitment
Week 15	Mentoring and onboarding of new employees
Week 16	Employee Performance Evaluation and Development

Delivery Plan (Weekly Lab. Syllabus) المناهج الاسبوعي للمختبر	
	Material Covered
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Human Resources Management	Yes
Recommended Texts	1. Human Resources Management / Dr. Muayyad Saeed Al-Salem, Dr. Adel Harhoush Saleh. 2. Books and references for scientific journals with scientific accreditation 3. Electronic references with the Internet.	Yes
Websites	https://youtu.be/-0s1m1n6StU?si=FAFBZ_IYoUNIZ_Yc	

Grading Scheme مخطط الدرجات				
Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C – Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

رئيس القسم
م.د. راقد عبد الجليل حسن

مدرس المادة
م.م هبة يوسف

**Director of the Quality Assurance and Performance Department of
the University: Wafa Saeed Hassan**

مسؤولة وحدة الجودة كلية
الإدارة والاقتصاد
م.م. وفاء سعيد حسن