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# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2020 Spring
<b><u>Course Name</u></b>	Human Resource Management
<b><u>Course Code</u></b>	BOP303
<b><u>Course Type</u></b>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input checked="" type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<b><u>Course Credits</u></b>	3
<b><u>Course Hours</u></b>	51
<b><u>Prerequisites</u></b>	None
<b><u>Instructor</u></b>	Rumin SHEN
<b><u>Contact Information</u></b>	Email: shenrumin@cueb.edu.cn
<b><u>Office Hour</u></b>	
<b><u>Learning Centre</u></b>	
<b><u>Grade/Section</u></b>	2018IT
<b><u>Course Time/Place</u></b>	T: 8:00-9:50 A.M W: 8:00-8:50 A.M

#### **Textbook**

Human Resource Management – An Asian Perspective 2<sup>nd</sup> Edition China Machine Press

#### **Course Description**

The course is designed to provide undergraduate level business majors with exposure to advanced theory and research in human resource application of this knowledge to the practice of management.

#### **Student Learning Objectives**

To provide the students with knowledge of effective use of human resources through understanding human motivation and behavior patterns, we have to present the basic HRM functions of getting, training, motivating, and keeping people, while also discussing the new world of HRM. Each chapter of this book was organized to provide clarity and continuity. Each begins with learning objectives, which identify specifically what the reader should gain after reading the chapter. At the end of each chapter is a summary section, which relates chapter material specifically to the learning objectives. There is Key Terms section at the end of each chapter, These terms are defined in the margins and also in the glossary of the book.

#### **Teaching Methods**

This course contains (online-live) lectures, class discussions, homework, quizzes, paper, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered

to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

### Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Personal Project	20%	To be determined
Homework (Paper #1)	15%	Yunbanke assignments and activities
Final Group Project and Presentation	25%	Group projects and presentations to be determined.
Participation	10%	Individuals will be asked to participate individually in the APP Yunbanke during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
<b>Total</b>	100%	

### Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	10%	5%
Midterm test	20%	
Final Project		15%
Final Presentation		10%
Final exam		20%
Total	40%	60%

### Grading Policy

A+ 97-100    A 93-96    A- 90-92    B+ 87-89    B 83-86    B- 80-82  
 C+ 75-79    C 70-74    C- 67-69    D+ 63-66    D 62-60    F 0-59

### Exam Schedule

Midterm Test:

Final Exam:

### Assessment of Student Performance

### ***☞ Self-Study and Reading ability Practice***

Instructor will give out the chapters or the reference books to read and use offline hours and class hours to have discussions; students should be able to show a proactive attitude and ability for self-study and reading. *Yunbanke (云班课) shared articles, links, group assignments and discussion questions should be read/done on time.* Knowledge and oral English will be elements of homework or presentation score.

### ***☞ Homework (paper)***

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%. *Students should use quotations and citations properly to avoid plagiarism. The format should be Times New Roman 12, double-spaced. Footnotes should be Times New Roman 10, single-spaced.*

### ***☞ Attendance***

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ♦ *Being late for 15 minutes or more is considered an absence.*
- ♦ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly.  
but students are welcome to continue attending classes.
- ♦ An incomplete grade (I) will be considered in case of medical or family emergencies.

### ***☞ Participation***

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours/Learning Center appointments and online tools to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

### ***☞ Textbook***

Students must bring the textbook and cellphone to class.

### Topical Course Outline

Week	Date	Topics	Homework
1 Mar 3 Mar 4	Two hours	<ul style="list-style-type: none"> <li>● Part one Introduction: Chapter 1&amp;Chapter 2</li> <li>1. Understand what is HRM</li> <li>2. Traditional HRM and today's changes</li> <li>3. Discrimination</li> </ul>	<b>Self-study Chapter 14 Ethics, Justice, and Fair Treatment in HR Management</b>
	One hour	<ul style="list-style-type: none"> <li>● Chap 3: A strategic management process</li> </ul>	
2 Mar 10 Mar 11	Two hours	<ul style="list-style-type: none"> <li>● Part two Recruitment &amp; Placement: Chapter 4 Job analysis</li> <li>1. Uses of job analysis information</li> <li>2. Steps in job analysis</li> <li>3. Methods for collecting</li> </ul>	
	One hour	<ul style="list-style-type: none"> <li>4. Writing job descriptions</li> <li>5. Writing job specifications</li> </ul>	
3 Mar 17 Mar 18	Two hours	<ul style="list-style-type: none"> <li>● Part two: Chapter 5 HR planning and recruiting</li> <li>1. Planning and forecasting</li> <li>2. Forecasting HR needs</li> <li>3. Forecasting the supply of internal and external candidates</li> </ul>	
	One hour	<ul style="list-style-type: none"> <li>4. Effective recruiting</li> <li>5. Source of internal and external</li> </ul>	
4 Mar 24 Mar 25	Two hours	<ul style="list-style-type: none"> <li>● Part two: Chapter 6 Employee testing and selection</li> <li>1. Basic testing concepts</li> <li>Types of Tests</li> <li>2. More selection methods</li> </ul>	
	One hour	Online cases of interviews and tests	
5 Apr 31 Apr 1	Two hours	<ul style="list-style-type: none"> <li>● Part two: Chapter 7 Interviewing Candidates</li> <li>1. Types of interview</li> <li>1. Administering the interview</li> <li>2. Common interview mistakes</li> <li>3. Design and conduct an effective interview</li> <li>● How to conduct an effective interview</li> </ul>	
	One hour	<ul style="list-style-type: none"> <li>— Assign midterm task</li> <li>— Class activities: Model Career Affair</li> </ul>	
6 Apr 7 Apr 8	Two hours	<ul style="list-style-type: none"> <li>● Part three Training and Development: Chapter 8 Training and developing employees</li> <li>1. Orientation and training</li> <li>2. Training needs analysis</li> <li>3. Training methods</li> </ul>	
	One hour	In-class Activity	
7 Apr 14	Two hours	Mid-term Presentation	#1 Paper Due

Apr 15	One hour	Mid-term Presentation	
8 Apr 21 Apr 22	Two hours	<ul style="list-style-type: none"> <li>● Part three: Chapter 9 Performance management and appraisal</li> <li>1. Appraising performance</li> <li>2. Appraisal methods</li> <li>Appraisal problems and solutions</li> </ul>	
	One hour	<ul style="list-style-type: none"> <li>● Appraisal interview</li> </ul>	
9 Apr 28 Apr 29	Two hours	<ul style="list-style-type: none"> <li>● Part three: Chapter 10 Managing careers</li> <li>1. Managing your career</li> <li>2. Managing promotion and transfer</li> </ul>	
	One hour	Tips on CV, write a CV	
10 May 5 May 6	Two hours	<ul style="list-style-type: none"> <li>● Part four Compensation: Chapter 11 Establishing strategic pay plans</li> <li>1. Equity and its impact on pay rates</li> <li>2. Establishing pay rates</li> <li>3. Pricing managerial and professional jobs</li> <li>4. Competency-based pay</li> <li>Compensation trend</li> </ul>	
	One hour	<ul style="list-style-type: none"> <li>● Part four: Chapter 12 Pay for performance and financial incentives</li> <li>1. Money and motivation</li> <li>2. Types of incentive plans</li> <li>Individual employee incentive</li> </ul>	
11 May 12 May 13	Two hours	<ul style="list-style-type: none"> <li>● Part four: Chapter 12 Pay for performance and financial incentives</li> <li>3. Sales compensation</li> <li>4. Team incentive</li> </ul>	
	One hour	<ul style="list-style-type: none"> <li>● Part four: Chapter 13 Benefits and Services</li> </ul>	
12 May 19 May 20	Two hours	Final Group Presentation	Final Group Project Due
	One hour	Final Group Presentation	

*Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.*

*A review in Chinese may be held during L.C. and O.H. in the semester.*

### **Teacher's Office Hour**

- ♦ The instructor's office hour is shown in the front of the office door.
- ♦ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦ The time can be scheduled by instructors or students, or both.

### **Cheating and Plagiarism**

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of

zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

### Important Dates

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#### 2020 Spring Semester

Apr 4	Qing Ming Festival National Holiday (tentative)
Apr 7-8	Midterm Exams for Year 2
Apr 17	Spring Sports Day
Apr 26	Classes Adjusted for Labour Day Holiday (tentative)
May 1-5	Labour Day Holiday (tentative)
May 9	Classes Adjusted for Labour Day Holiday (tentative)
May 18-22	Final Exam Week for Year 2 students
June 25-26	Dragon Boat Festival National Holiday (tentative)

*Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.*

**Instructor:**     RUMIN SHEN    

**Department Head:** \_\_\_\_\_

