
Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2022 Spring
<u>Course Name</u>	Human Resource Management
<u>Course Code</u>	BOP 303
<u>Course Type</u>	<input type="checkbox"/> General Education(Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	3
<u>Course Hours</u>	48
<u>Prerequisites</u>	None
<u>Instructor</u>	Maggie Wang/Luna Wang
<u>Contact Information</u>	Maggie: office C204 Tele: (010)83951085 Email: occ_wangyuan@cueb.edu.cn Luna: office C105 Tele: (010) 83951109 Email: wangyue@cueb.edu.cn
<u>Office Hour</u>	Maggie: T 9:55-12:20 & 16:15-17:00 W 8:50-9:35 F 8:50-9:35 Luna: M 15:25-16:10 T 15:25-16:10 W 15:25-17:00 Th 13:30-15:05
<u>Learning Centre</u>	Maggie: M 8:50-9:35 & T 18:00-20:00 Luna: Th 15:25-17:00 & 18:00-20:00
<u>Grade/Section</u>	2019ACCA1&2/2019BA/2019IT/2019CFA
<u>Course Time/Place</u>	2019ACCA1&2 T 13:30-16:10 2019 BA W 9:55-12:20 2019IT M 9:55-12:20 2019CFA MT 13:30-15:05

Textbook

Human Resource Management: An Asian Perspective 2nd Edition China Machine Press

Course Description

The course is designed to provide graduate level business majors with exposure to advanced theory and research in human resource application of this knowledge to the practice of management. The course covers topics about human resources management theories and concepts in the modern business world, its developments and trends, its applications on various companies' and industries' cases. Students will

be expected to understand how is human resources management in the 21st Century looks like and how to adapt all the theories and concepts to the real world after studying this course. Real-life cases of specific corporations around the world will be discussed in class to help students comprehend textbook theories and concepts.

Student Learning Objectives

Knowledge

- ◆ Explain the meaning of human resource management (HRM), real-life activities that involve HRM theories and concepts, such as employee interviews, job evaluations based on KPI, promotions, layoffs, etc.
- ◆ Identify different aspects of HRM, with a special illustration on the Six Modules
- ◆ Illustrate as HR managers, how to target valuable human resources and compete in the job market.
- ◆ Explain the importance of resumes and how to apply for different kinds of companies.

Capability

- ◆ Apply textbook theories and concepts to real-life HRM cases.
- ◆ Distinguish application and interviewing strategies and methods in the job market.
- ◆ Analyze personal career plans and keys to success.

Mindset

- ◆ Establish the integrity and objectivity in HRM, avoid workplace injustice caused by gender differences, ages, etc.
- ◆ Be logical, ethical, methodical, consistent, and accurate.
- ◆ Be able to apply critical thinking to HRM activities in the daily life.

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, 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
FinalExam	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-TermTest	20%	An accumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 15 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the

		textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performance should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
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: Apr. 25-29;
 Final Exam: June 20-24

Assessment of Student Performance

☞ Self-Study and Reading ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

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%.

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 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 to class.

Topical Course Outline

Week	Date	Topics	Homework
1	Two hours	<ul style="list-style-type: none"> ● Part one Introduction: Chapter 1 & Chapter 2 & Chapter 3 1. Understand what is HRM 2. Discrimination 	
	One hour	<ul style="list-style-type: none"> 3. A strategic management process 	Self-study Chapter 14 Ethics, Justice, and Fair Treatment in HR Management
		思政切入点: 如何识别、反对、避免工作中的各种歧视与不公平对待 How to identify, avoid and fight against different kinds of job discrimination.	

2	Two hours	<ul style="list-style-type: none"> Part two Recruitment & Placement: Chapter 4 Job analysis 4. Uses of job analysis information 5. Steps in job analysis 6. Methods for collecting 	
	One hour	<ul style="list-style-type: none"> 7. Writing job descriptions 8. Writing job specifications 	
3	Two hours	<ul style="list-style-type: none"> Part two: Chapter 5 HR planning and recruiting 1. Planning and forecasting 2. Forecasting HR needs 3. Forecasting the supply of internal and external candidates 	
	One hour	<ul style="list-style-type: none"> 4. Effective recruiting 5. Source of internal and external 	
		<p>思政切入点：招聘过程中的公平公正问题 Fairness and justice in the recruiting process, eg. Gender equality, non-discrimination against the elderly, non-discrimination against people with disabilities, etc.</p>	
4	Two hours	<ul style="list-style-type: none"> Part two: Chapter 6 Employee testing and selection 1. Basic testing concepts 2. Types of Tests 	——
	One hour	<ul style="list-style-type: none"> 3. Assessment center 	——
5	Two hours	<ul style="list-style-type: none"> Part two: Chapter 6 4. More selection methods ● Group discussion 	——
	One hour	<ul style="list-style-type: none"> Part two: Chapter 7 1. Types of interview 2. Administering the interview 	——
		<p>思政切入点：公平竞争 Fair competition</p>	
6	Two hours	<ul style="list-style-type: none"> Part two: Chapter 7 Interview candidates 3. Common interview mistakes 4. Design and conduct an effective interview 5. How to conduct an effective interview 	Group work: Based on the given case to design a suitable interview method
	One hour	<ul style="list-style-type: none"> Part two: Chapter 7 Interview candidates Class activities: Based on the case design a suitable interview and present the result 	
7	Two hours	<ul style="list-style-type: none"> Part three Training and Development: Chapter 8 Training and developing employees 1. Orientation and training 2. Training needs analysis 3. Training methods 	——
	One hour	<ul style="list-style-type: none"> 4. A case study of training 	——
8	Two hours	<ul style="list-style-type: none"> 1. Appraising performance 2. Appraisal methods 3. Appraisal problems and solutions 	——
	One hour	<ul style="list-style-type: none"> Part three: Chapter 9 Performance management and appraisal 	Design an appraisal form for your

		4. Appraisal interview	instructors
		思政切入点：如何识别、拒绝、反对职场潜规则 How to identify, refuse and avoid unfair hidden rules of workplace.	
9	Two hours	● Midterm Test	—
	One hour	● Midterm Test	—
10	Two hours	● Part three: Chapter 10 Managing careers 1. Managing your career 2. Managing promotion and transfer	—
	One hour	● Part three: Chapter 10 Managing careers 3. Tips on CV, 4. Write a CV	—
11	Two hours	● Part four Compensation: Chapter 11 Establishing strategic pay plans 1. Equity and its impact on pay rates 2. Establishing pay rates 3. Pricing managerial and professional jobs	—
	One hour	● Part four Compensation: Chapter 11 Establishing strategic pay plans 4. Competency-based pay 5. Compensation trend	—
		思政切入点：职场中的男女平等、同工同酬、孕妇/哺乳期妇女受国家法律保护等问题 Equal pay for equal work, pregnant and lactation women are protected by labor laws, etc.	
12	Hour hours	● Part four: Chapter 12 Pay for performance and financial incentives 1. Money and motivation 2. Types of incentive plans 3. Individual employee incentive	—
	One hour	● Part four: Chapter 12 Pay for performance and financial incentives 4. Sales compensation 5. Team incentive	—
		思政切入点：“996”等不公平体制与员工的身心健康问题 “ 996 ” unfair system and mental-physical health in the workplace	
13	Two hours	● Part four: Chapter 13 Benefits and Service 1. Benefits 2. Flexible benefits program	Do a company research on employees benefits
	One hour	● Part four: Chapter 13 Benefits and Service ● Group exercise: Take a company as example to analyse employee benefits	—
14	Two	● Part five Employees relations: Chapter 14 Ethic,	—

	hours	justice, and fair treatment in HR management 1. Ethics and fair treatment at work 2. The role of HR in ethics and fair treatment 3. Two-way communications	
	One hour	● Part five Employees relations: Chapter 14 Ethic, justice, and fair treatment in HR management 1. Employee discipline 2. Managing dismissal	—
		思政切入点：总结本学期思政重点与国家相关政策 Summarize key points of this semester and Chinese laws and policies regarding related issues.	
15	Two hours	Presentation I (3-4 groups)	—
	One hour	Presentation II (2-3 groups)	—
16	Two hours	Presentation III (3-4 groups)	—
	One hour	Final revision	—

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

Spring Semester, 2022

Feb 27, 2022— July 17, 2022

Feb.27

Registration

Feb.28

Classes Begin

Mar.4

Last Day to Drop or Add a Course

Apr.5	Qing Ming Festival
Apr.22	Spring Sports
Apr.25 -29	Midterm Test (tentative)
May 1	Labor Day
June 3	Dragon-Boat Festival
June 20-24	Sophomore and Junior students' Final Exam
June 27-July17	Sophomore and Junior students' Social Practice
July11-15	Revision and Final Exam Period
July 18	Summer Vacation Begins

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: Maggie Wang

Department Head:

