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# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2018 Fall (September 3, 2018 - January 4, 2019)
<b><u>Course Name</u></b>	Human Resource Management
<b><u>Course Code</u></b>	CMAG213
<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 type="checkbox"/> Professional Course (Elective) <input checked="" 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>	Maggie Wang
<b><u>Contact Information</u></b>	Office: C204 Tele: (010) 83951085 Email: occ_wangyuan@cueb.edu.cn
<b><u>Office Hour</u></b>	M 9:00-10:00&15:30-16:30; T&TH:10:00-12:00
<b><u>Learning Centre</u></b>	T: 18:00—20:00; F:9:00-10:00-14:30-15:30
<b><u>Grade/Section</u></b>	2017ACCA/Y03
<b><u>Course Time/Place</u></b>	T: 15:40—17:30 / E111 TH:9:00-9:50/E111

A Framework for Human Resource Management 2<sup>nd</sup> 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.

#### **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 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
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 Test	20%	A cumulative 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 performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
<b>Total</b>	<b>100%</b>	

### 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: November 5-9, 2018;

Final Exam: January 7-11, 2019

### **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"> <li>● Part one Introduction : Chapter 1&amp;Chapter 2 &amp; Chapter 3</li> <li>1. Understand what is HRM</li> <li>2. Discrimination</li> </ul>	
	One hour	3. A strategic management process	
2	Two hours	<ul style="list-style-type: none"> <li>● Part two Recruitment &amp; Placement: Chapter 4 Job analysis</li> <li>4. Uses of job analysis information</li> <li>5. Steps in job analysis</li> <li>6. Methods for collecting</li> </ul>	
	One hour	7. Writing job descriptions 8. Writing job specifications	
3	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	4. Effective recruiting 5. Source of internal and external	
4	Two hours	— (Mid-autumn Festival Holiday)	—
	One hour	<ul style="list-style-type: none"> <li>● Part two: Chapter 6 Employee testing and selection</li> <li>1. Basic testing concepts</li> <li>2. Types of Tests</li> </ul>	—
5	Two hours	— (National Day Holiday)	—
	One hour	— (National Day Holiday)	—
6	Two hours	<ul style="list-style-type: none"> <li>● Part two: Chapter 6</li> <li>3. Assessment center</li> <li>4. More selection methods</li> <li>● Group discussion</li> </ul>	—
	One hour	<ul style="list-style-type: none"> <li>● Part two: Chapter 7</li> <li>1. Types of interview</li> <li>2. Administering the interview</li> </ul>	—

7	Two hours	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	Part two: Chapter 7 Interview candidates Class activities: Based on the case design a suitable interview and present the result	
8	Two hours	1. Part three Training and Development: Chapter 8 Training and developing employees 2. Orientation and training 3. Training needs analysis 4. Training methods ● Assign midterm task	—
	One hour	● Checking questionnaires of midterm test	—
9	Two hours	1. Appraising performance 2. Appraisal methods 3. Appraisal problems and solutions	—
	One hour	● Part three: Chapter 9 Performance management and appraisal 4. Appraisal interview	Design an appraisal form for your instructors
10	Two hours	● <b>Midterm Test</b> <b>Group presentation for the interview results</b>	—
	One hour	● <b>Midterm Test</b> <b>Group presentation for the interview results</b>	—
11	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	—
12	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	—
13	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	—

14	Two hours	<ul style="list-style-type: none"> <li>● Part four: Chapter 13 Benefits and Service</li> <li>1. Benefits</li> <li>2. Flexible benefits program</li> </ul>	Do a company research on employees benefits
	One hour	<ul style="list-style-type: none"> <li>● Part four: Chapter 13 Benefits and Service</li> <li>● Group excise: Take a company as example to analyses employee benefits</li> </ul>	—
15	Two hours	<ul style="list-style-type: none"> <li>● Part five Employees relations: Chapter 14 Ethic, justice, and fair treatment in HR management</li> <li>1. Ethics and fair treatment at work</li> <li>2. The role of HR in ethics and fair treatment</li> <li>3. Two-way communications</li> </ul>	—
	One hour	<ul style="list-style-type: none"> <li>● Part five Employees relations: Chapter 14 Ethic, justice, and fair treatment in HR management</li> <li>1. Employee discipline</li> <li>2. Managing dismissal</li> </ul>	—
16	Two hours	In class activity (case analysis)	—
	One hour	In class activity (case analysis)	—
17	Two hours	Presentation I (3-4 groups)	—
	One hour	Presentation II (2-3 groups)	—
18	Two hours	Final Review	—
	Jan. 1	— (New Year's Day Holiday)	—

*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**

<b>Fall Semester, 2018</b>	<b>August 31, 2018— January 13, 2019</b>
Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 - 20	Freshmen's Military Training
Sep.24	Classes Begin ( Freshmen )
Sep.24	Mid-Autumn Festival (tentative)
Oct.1 - 5	National Day Holiday (tentative)
Oct. 29 - Nov. 2	Mid-term Test
Jan.1, 2019	New Year's Day Holiday (tentative)
Jan.2-11	Final Exam Period
Jan.14	Winter 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:** \_\_\_\_\_

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

