

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>	BOP303
<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>	52
<u>Prerequisites</u>	None
<u>Instructor</u>	Luna (Yue) Wang
<u>Contact Information</u>	Office: C105 Tele: (010) 83951109 Email: wangyue@cueb.edu.cn
<u>Office Hour</u>	M 15:25-16:10 T 15:25-16:10 W 15:25-17:00 Th 13:30-15:05
<u>Learning Centre</u>	Th 15:25-17:00 & 18:00-20:00
<u>Grade/Section</u>	2019CFA
<u>Course Time/Place</u>	MT 13:30-15:05
<u>Textbook</u>	Human Resource Management – An Asian Perspective 2 nd 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

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 (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 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 (云班课) during the semester. The performances 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	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. Online lecture sign-in will be on Yunbanke.*

- ♦ 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 Jan 28 Mar 1	Part I	Part one Introduction: Chapter 1&Chapter 2 1. Understand what is HRM and why we study HRM 2. Traditional HRM and today's changes Chapter 2: Equal opportunity and the law 3. Discrimination	
	Part II	Chap 3: A strategic management process 4. Types of strategies 5. HRM's roles 6. What is the HR Scorecard Process and how to apply it	Self-study Chapter 14 Ethics, Justice, and Fair Treatment in HR Management
2 Mar 7 Mar 8	Part I	● Part two Recruitment & Placement: Chapter 4 Job analysis 1. Uses of job analysis information 2. Steps in job analysis 3. Methods for collecting	
	Part II	4. Writing job descriptions 5. Writing job specifications	After class: Find a company's HR Scorecard and analyze it
3 Mar 14 Mar 15	Part I	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 4. Effective recruiting Source of internal and external	
	Part II	In-Class Activity-Model Career Fair	
4 Mar 21 Mar 22	Part I	Part two: Chapter 6 Employee testing and selection 1. Basic testing concepts Types of Tests 2. More selection methods	
	Part II	In-Class Activity-Movie Watching	

5 Mar 28 Mar 29	Part I	Part two: Chapter 7 Interviewing Candidates 1. Types of interview 1. Administering the interview 2. Common interview mistakes 3. Design and conduct an effective interview	
	Part II	<ul style="list-style-type: none"> ● Cases and Discussions: How to conduct an effective interview ● Midterm review and discussions 	Movie Review Paper Due
6 Apr 4 Apr 5 (Qing Ming Holidays)	Part I		
	Part II		
7 Apr 11 Apr 12	Part I	Midterm-To be announced	
	Part II	In-class Activity-Movie Watching	
8 Apr 18 Apr 19	Part I	Part three Training and Development: Chapter 8 Training and developing employees 1. Orientation and training 2. Training needs analysis Training methods	
	Part II	<ul style="list-style-type: none"> ● A public lecture from a real HR <i>Time and speaker to be announced</i> 	
9 Apr 25 Apr 26	Part I	Part three: Chapter 9 Performance management and appraisal 1. Appraising performance 2. Appraisal methods 3. Appraisal problems and solutions 4. Appraisal interview	
	Part II	Part three: Chapter 10 Managing careers 1. Managing your career 2. Managing promotion and transfer 3. Tips on CV	Write a CV
10 May 2 May 3		<i>Labor Holidays-no class</i>	
11 May 9 May 10	Part I	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	
	Part	4. Competency-based pay	

	II	5. Compensation trend 6. <i>Discussion: equal payments and more,</i>	
12 May 16 May 17	Part I	Part four: Chapter 12 Pay for performance and financial incentives 1. Money and motivation 2. Types of incentive plans Individual employee incentive	
	Part II	Part four: Chapter 13 Benefits and Services	
13 May 23 May 24	Part I	Final Presentations	<i>Final Group Project Due</i>
	Part II	Final Reviews	

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 (May be rescheduled)

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

Instructor: Luna (Yue) Wang

Department Head: _____

