

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

Year and Semester	2024 Spring						
Course Name	Human Resource Management						
Course Code	BOP303						
Course Type	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Expanded) <input type="checkbox"/> Professional Course (Advanced)						
Course Credits	3						
Course Hours	Total Hours	Class	48	Lecture Hours	48	Experiment (Computer) Hours	0
Applicable Object	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior						
	<input checked="" type="checkbox"/> Business Administration (Accounting)						
	<input type="checkbox"/> Information Management and Information Systems (Finance)						
Prerequisites	None						
Instructor	Maggie Wang/Luna Wang						
Contact Information	Maggie: office C204 Tele: (010)83951085 Email: occ_wangyuan@cueb.edu.cn						
	Luna: office C105 Tele: (010) 83951109 Email: wangyue@cueb.edu.cn						
Office Hour	Maggie: M:13:30-15:05 W: 9:55-12:20 TH:8:50-9:35 Luna: T: 15:25-17:00 W:10:45-12:20 & 15:25-17:00						
Learning Centre	Maggie: T: 18:00-20:00 (online) W: 8:50-10:40 Luna: M: 18:00-20:00 (online) TH:10:45-12:20						
Grade/Section	2021ACCA1/2021ACCA2/2021BA						
Course Time/Place	2021ACCA1: T 9:55-12:20 博学206 2021ACCA2: M 9:55-12:20 慎思216 2021BA : TH: 9:55-12:20 慎思111						
Textbook	Human Resource Management: An Asian Perspective 2nd Edition China Machine Press						

Reference Book

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

On successful completion of this exam, candidates should be able to:

Knowledge	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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

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%	An individual report will be given at the end of this semester. The report should be based on the motivational theories (Mallow's needs hierarchy, two factor theory and expectancy theory) that learned in the class. The detail requirements will be released at the end of the semester.
Mid-Term Test	20%	A curriculum vitae needs to be designed based on the class teaching and detailed requirements.
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%	A stimulated job interview will be provided. The detail requirements will be given in class.
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.
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Mid-Term Test	20%	
Final exam		20%
Total	40%	60%

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	Topics	Homework
1	Syllabus Introduction of HRM 1 . What is HRM 2 . Discrimination 3 . A strategic management process	
2	Job analysis 1 . Uses of job analysis information 2 . Steps in job analysis 3 . Methods for collecting 4 . Writing job descriptions 5 . Writing job specifications	Design a job advertising
3	HR planning and recruiting 1. Planning and forecasting 2 . Effective recruiting 3 . Source of internal and external 4 . Effective recruiting 5 . Source of internal and external	Based on the 'Job advertising' design 2 or 3 questions that you think are the key of your job!
4	Employee testing and selection 1 . The basic testing concepts 2 . Types of Tests 3. Assessment center 4. The common interview mistakes 5. Design and conduct an effective interview Interview apply in the practice 1. The 18 interview high-frequency questions 2. Tips of self-introduction	
	Training and the tips of CV	

5	<p>1. The basic training process 2. How you identify training requirements 3. Distinguish between problems you can fix with training and those you cannot 4. How to use the training techniques</p> <p>The tips of CV Quiz 1</p>	
6	<p>Performance management and appraisal</p> <ol style="list-style-type: none"> 1. Appraising performance process 2. Appraisal methods - Case study 3. List appraisal problems and solutions 4. The appraisal interview 	<p>Group work:</p> <ul style="list-style-type: none"> ● Please select a company to analyze its appraisal methods ● To present and evaluate the appraisal method
7	<p>Appraisal method in the practise: Group activities: evaluation of the selected company's appraisal method</p> <p>Revision: Job analysis, recruiting and selection, training and appraisal</p> <p>In class activities: apply in the practise</p>	
8	<p>Establishing strategic pay plans</p> <ol style="list-style-type: none"> 1 . Equity and its impacts on pay rates 2 . Establishing pay rates 3 . Pricing managerial and professional jobs 4 . Competency-based pay 5 . Compensation trend 	
9	<p>Midterm Test</p>	
10	<p>Pay for performance and financial incentives</p> <ol style="list-style-type: none"> 1. Money and motivation Psychologist needs and motivators Herzberg's Two-Factor Theory Vroom's Theory <p>Class activities : apply in the practise</p>	
11	<ol style="list-style-type: none"> 2 . Types of incentive plans 3 . Individual employee incentive 4 . Sales compensation 5 . Team incentive <p>Quiz 2</p>	
12	<p>Benefits and services</p> <ol style="list-style-type: none"> 1. Benefits 2. Flexible benefits program 3. Flexible work arrangements <p>Group activities: Present a company's benefits programs</p>	

13	<p>Managing careers:</p> <ol style="list-style-type: none"> 1. The basics of career management 2. Roles in career development 3. Managing your career <p>Identify your career stage Identify occupational orientation Identify your skills Identify your career Anchors</p> <p>In class activities: Design your career plan</p>	
14	The stimulated job interviews	
15	The stimulated job interviews	
16	The stimulated job interviews	

Note:

1. The Wechat group will be mainly used to inform the students daily study activities and tasks. Tencent Meeting and Xuexitong will be used as the main study platform to teach and organize the study activities. Xuexitong also will be mainly used to upload PPTS and release some learning materials.

2. 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.

3. 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

Midterm Test	Week 9 or 10
Final Exam	Refer to the notice of the Academic Affairs Office

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:_____

