

Capital University of Economics and Business Overseas Chinese College Course Syllabus

Year and Semester	2025 Spring	2025 Spring					
Course Name	Human Resources Management						
Course Code	BOP303						
	□General Education (Required)			General Education (Elective)			
	□Basic Disc	□Basic Disciplinary Course			□ Professional Course (Required		
Course Type)						
	☑Profession	al Course	(Elective)	□Prof	essional Course (Exp	pande	
	d)						
	□Profession	al Course	(Advanced)				
Course Credits	3	1	1	1	1	r	
Course Hours	Total	48	Lecture	32	Experiment	0	
	Class Hours	40	Hours	52	(Computer)	0	
					Hours		
	□ Freshman □ Sophomore ☑ Junior □Senior						
Applicable object	□Informatio	□Information Management and Information Systems (Finance)					
Prerequisites							
Instructor	Yue Wang						
	Office: C203	3					
Contact Information	Tele: (010)83951085						
	Email: <u>wangyue@cueb.edu.cn</u>						
Office Hour	M 13:30-14:1	5 14:20-1	5:05 W 142	20-17:00	TH 11:35-12:20		
Learning Centre	T 18:00-20:00 (Online) TH 15:25-17:00						
Grade/Section	23BA/22ACCA1/22ACCA2						
Course Time/Place	博学楼 109/E302						
Textbook	Human Resource Management: An Asian Perspective 2rd Edition Ch						
	ina 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.
- \checkmark Distinguish application and interviewing strategies and methods in the job market.
- \checkmark 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.
- \checkmark Be able to apply critical thinking to HRM activities in the daily life.

Teaching Methods

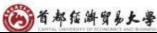
This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

Grade Criterion

Component	Weigh t	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.
		An accumulative midterm test will be given based on
Mid- TermTest	20%	'recruitment and placement' that have been taught in
		class. A simulated job interviewwill be deliveried as
		the form of midterm test. The detail requirements will
		be given to the students in advance.
Homework	15%	Most of the assigned homework is taken from the Exercises in the



CANTAL CANADESTRY OF ECONOMICS AND MUSINDS			
		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.	
		There will be at least 2 quizzes during the semester.	
Quizzes	15%	Quizzes may or may not be announced in advance. It	
		may also be used to check the attendance. Quizzes	
		will test your knowledge of both concepts and the	
		application of those concepts.	
		The students will be divided into several	
		groups to prepare a presentation. Each student is	
Presentation	10%	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.	
	10	Individuals will be asked to participate individually in a	
Participation	10%	questioned 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

	BeforeMidterm	AfterMidterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midtermtest	20%	
Finalexam		20%
Total	40%	60%

Grading Policy

A+ 97- 100A 93-96 A- 90–92B+ 87-89 B83-86 B- 80– 82 C+ 75-79C 70-74 C- 67–69 D+ 63–66 D62-60 F 0- 59

Exam Schedule

Midterm Test: week 9 and 10 Final Exam: June 23rd-July 24th

Assessment of Student Performance

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 betreated 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 forgood 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

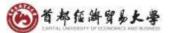
Students must bring the textbook to class.

Topical Course Outline

Wee	Date	Topics	Homework
K			



	Two ^h ours	 Part one Introduction: Chapter 1&Chapter 2 & Chapter 3 1. Understand what is HRM 2. Discrimination 	
1	One ^h our	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 ofjob discrimination.	



		• Part two Recruitment & Placement: Chapter 4 Job		
	Two	analysis		
	hours	4. Uses of job analysis information		
2	ours	5. Steps in job analysis		
		6. Methods for collecting		
	One	7. Writing job descriptions	Design a	ı job
	hour	8. Writing job specifications	advertising	-
		9. Effective recruiting		
		• Part three: Chapter 10 Managing careers		
	T	 Part three: Chapter 10 Managing careers Managing your career 		
	Two	 Managing your career Managing promotion and transfer 		
	hours			
3	One	 Part three: Chapter 10 Managing careers 3. Tips on CV, 	Write a CV	
	hour	4. Write a CV		
ļ		 Employee testing and selection 		
		 Interview candidates 		
	T 1			
	Thre	Enterprise mentor seminar		
	hour	r		
	S			
4				
		Fairness and justice in the recruiting		
		process, eg. Gender equality, non-discrimination		
		against the elderly, non-discrimination against		
		 people with disabilities, etc Review and reflection of the seminar 		
		 Review and reflection of the seminar Arrangement of the stimulated job interviews 		
		 Explaination of requirements of personal introduction 	L	
5		muouuuun		
5		l		
	Midter	<u>m Test:</u> the stimulated job interviews		
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6				
	Midter	<u>m Test :</u> the stimulated job interviews		
7				

10	Two hours	 Appraising performance Appraisal methods Appraisal problems and solutions Appraisal interview 	Design an appraisal form for your instructors	
10	One hour	• Part three: Chapter 9 Performance management and appraisal		

		• Part four Compensation: Chapter 11	
	Two	Establishing strategic pay plans	
	hours	1. Equity and its impact son pay rates	
		2. Establishing pay rates	
		3. Pricing managerial and professional jobs	
11	-	• Part four Compensation: Chapter 11 Establishing	
11	One	strategic pay plans	Choose a company
	hour	 Competency-based pay Compensation trend 	and analyze its
			compensation
			system
		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.	
		• Part four: Chapter 12 Pay for performance and	
	Hour	financial incentives	Analyze a
	hours	1. Money and motivation	company incentive plans
		2. Types of incentive plans	
		3. Individual employee incentive	
		4. Sales compensation	
12		5. Team incentive	
		 Part four: Chapter 13 Benefits and Service Benefits 	
	One	 Plexible benefits program 	
	hour		
		田政切入去,"000""签了八亚体制厂日工的自心牌店	
		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	
	Two	Presentation I (3-4 groups)	
13	hours		
	One hour	Presentation II (2-3 groups)	
	Two	Presentation III (3-4 groups)	
14	hours	resentation in (5 + groups)	
14	One	Final revision	
	hour		



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".

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Important Dates	
Spring Semester, 2023	
Feb.11-12	Registration
Feb.13	Classes Begin
Apr.5	Qing Ming Festival
Apr.21	Spring Sports
May.1	Labor Day
June. 22	Dragon-Boat Festival

Important Dates

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

Instructor: Maggie Wang

Department Head:

