

**Capital University of Economics and Business**  
**Overseas Chinese College**  
**Course Syllabus**

Year and Semester	2025 Spring					
Course Name	Human Resources Management					
Course Code	BOP303					
Course Type	<input type="checkbox"/> General Education (Required)		<input type="checkbox"/> General Education (Elective)			
	<input type="checkbox"/> Basic Disciplinary Course		<input type="checkbox"/> Professional Course (Required )			
	<input checked="" type="checkbox"/> Professional Course (Elective)		<input type="checkbox"/> Professional Course (Expanded)			
	<input type="checkbox"/> Professional Course (Advanced)					
Course Credits	3					
Course Hours	Total Class Hours	48	Lecture Hours	32	Experiment (Computer) Hours	0
Applicable object	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior					
	<input type="checkbox"/> Information Management and Information Systems (Finance)					
Prerequisites						
Instructor	Yue Wang					
Contact Information	Office: C203					
	Tele: (010)83951085					
	Email: <a href="mailto:wangyue@cueb.edu.cn">wangyue@cueb.edu.cn</a>					
Office Hour	M 13:30-14:15 14:20-15:05 W 1420-17:00 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 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 21<sup>st</sup> 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**

<b>Component</b>	<b>Weight</b>	<b>Description</b>
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- TermTest	20%	An accumulative midterm test will be given based on ‘recruitment and placement’ that have been taught in class. A simulated job interview will be delivered 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

		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 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 questioned answer at least 5times 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

	<b>BeforeMidterm</b>	<b>AfterMidterm</b>
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 23<sup>rd</sup>-July 24<sup>th</sup>

## **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
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1	Two hours	Part one Introduction: Chapter 1&Chapter 2 & Chapter 3 1. Understand what is HRM 2. Discrimination	
	One hour	3. A strategic management process	<i>Self-study</i> <b>Chapter 14 Ethics, Justice, and Fair Treatment in HR Management</b>
		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"> <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	<ul style="list-style-type: none"> <li>7. Writing job descriptions</li> <li>8. Writing job specifications</li> <li>9. Effective recruiting</li> </ul>	Design a job advertising
3	Two hours	<ul style="list-style-type: none"> <li>Part three: Chapter 10 Managing careers</li> <li>1. Managing your career</li> <li>2. Managing promotion and transfer</li> </ul>	— —
	One hour	<ul style="list-style-type: none"> <li>Part three: Chapter 10 Managing careers</li> <li>3. Tips on CV,</li> <li>4. Write a CV</li> </ul>	Write a CV
4	Three hours	<ul style="list-style-type: none"> <li>Employee testing and selection</li> <li>Interview candidates</li> </ul> <p>Enterprise mentor seminar</p>	
		<p>思政切入点：招聘过程中的公平公正问题</p> <p>Fairness and justice in the recruiting process, eg. Gender equality, non-discrimination against the elderly, non-discrimination against people with disabilities, etc</p>	
5		<ul style="list-style-type: none"> <li>Review and reflection of the seminar</li> <li>Arrangement of the stimulated job interviews</li> <li>Explanation of requirements of personal introduction</li> </ul>	
6		<b><u>Midterm Test: the stimulated job interviews</u></b>	
7		<b><u>Midterm Test : the stimulated job interviews</u></b>	
10	Two hours	<ul style="list-style-type: none"> <li>1. Appraising performance</li> <li>2. Appraisal methods</li> <li>3. Appraisal problems and solutions</li> <li>4. Appraisal interview</li> </ul>	Design an appraisal form for your instructors
	One hour	<ul style="list-style-type: none"> <li>Part three: Chapter 9 Performance management and appraisal</li> </ul>	



11	Two hours	<ul style="list-style-type: none"> <li>Part four Compensation: Chapter 11 Establishing strategic pay plans</li> <li>1. Equity and its impact on pay rates</li> <li>2. Establishing pay rates</li> <li>3. Pricing managerial and professional jobs</li> </ul>	— —
	One hour	<ul style="list-style-type: none"> <li>Part four Compensation: Chapter 11 Establishing strategic pay plans</li> <li>4. Competency-based pay</li> <li>5. Compensation trend</li> </ul>	Choose a company and analyze its compensation system
		<p>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</p> <p>Equal pay for equal work, pregnant and lactation women are protected by labor laws, etc.</p>	
12	Hour	<ul style="list-style-type: none"> <li>Part four: Chapter 12 Pay for performance and financial incentives</li> <li>1. Money and motivation</li> <li>2. Types of incentive plans</li> <li>3. Individual employee incentive</li> <li>4. Sales compensation</li> <li>5. Team incentive</li> </ul>	Analyze a company incentive plans
	One hour	<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>	— —
		<p>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</p>	
13	Two hours	Presentation I (3-4 groups)	— —
	One hour	Presentation II (2-3 groups)	— —
14	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".**

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### **Important Dates**

<b>Spring Semester, 2023</b>	
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

*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:**

