

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2026 Spring					
<b><u>Course Name</u></b>	Human Resource Management					
<b><u>Course Code</u></b>	BOP303					
<b><u>Course Type</u></b>	<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)					
<b><u>Course Credits</u></b>	3					
<b><u>Course Hours</u></b>	Total Class Hours	48	Lecture Hours	48	Experiment (Computer) Hours	0
<b><u>Applicable object</u></b>	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input checked="" type="checkbox"/> Junior <input type="checkbox"/> Senior Business Administration (Accounting) Information Management and Information Systems (Finance)					
<b><u>Prerequisites</u></b>	None					
<b><u>Instructor</u></b>	Yiran Song, Yuanyuan Lyu, Qian Zhang					
<b><u>Contact Information</u></b>	Office: C204 Tele: 83951085 Email: Yiran Song: <a href="mailto:songyiran@cueb.edu.cn">songyiran@cueb.edu.cn</a> Yuanyuan Lyu: <a href="mailto:lyyuanyuan@cueb.edu.cn">lyyuanyuan@cueb.edu.cn</a> Qian Zhang: <a href="mailto:zhangqian@cueb.edu.cn">zhangqian@cueb.edu.cn</a>					
<b><u>Office Hour</u></b>	Yiran Song: Mon:8:30-9:35; Wed: 9:55-11:30; Th:11:35-12:20; Fri:11:35-12:20 Yuanyuan Lyu: Mon & Wed 8:00-9:35, Wed & Fri 11:35-12:20 Qian Zhang: Mon & Wed & Fri: 8:00-9:35					
<b><u>Learning Centre</u></b>	Yiran Song: Th:9:55-11:30; Tu:18:00-20:00(online) Yuanyuan Lyu: Tue 9:55-11:30, 18:00-20:00 (online) Qian Zhang: Mon:13:30-15:05; Tues:18:00-20:00 (Online)					
<b><u>Grade/Section</u></b>	2023ACCA1, ACCA2, BA1, BA2					
<b><u>Course Time/Place</u></b>	2023ACCA1: Mon. 9:55-11:30, A206 2023ACCA2: Mon. 9:55-11:30, A203 2023BA1:Mon: 9:55-12:20, A201 2023BA2: Fri: 9:55-12:20, A108					
<b><u>Textbook</u></b>	Human Resource Management: 16 <sup>th</sup> Edition by Gary Dessler, published by Pearson Education, Inc., Copyright, 2024. 人力资源管理=Human Resource Management: 第16版: 英文(美)加里					

## **Course Description**

This course is designed to provide graduate-level business majors with exposure to advanced theories and research in human resource management (HRM), while emphasizing the strategic role of talent development in achieving high-quality and sustainable organizational growth.

Guided by a people-centered development philosophy and the importance of innovation-driven growth, the course explores modern HRM theories and practices in the 21st century business environment. It examines how human resource systems—such as recruitment, training, performance management, and compensation—contribute to organizational competitiveness, employee development, and long-term value creation.

The course also discusses emerging trends in digital transformation, workforce diversity, and sustainable HR practices, helping students understand how HRM supports innovation capability, corporate governance, and social responsibility. Real-life cases from corporations across industries will be analyzed to bridge theory and practice, enabling students to adapt HR strategies to dynamic and global business contexts.

## **Student Learning Objectives**

### **Knowledge**

- ✓ Explain the strategic role and core functions of HRM in supporting innovation capability, organizational competitiveness, and sustainable development.
- ✓ Identify key legal, ethical, social, and environmental factors shaping contemporary HR practices in a dynamic global economy.
- ✓ Describe the theories and concepts underlying major HR systems and analyze how they contribute to talent development and organizational resilience.

### **Capability**

- ✓ Apply job analysis techniques to develop job descriptions and specifications aligned with strategic and developmental objectives.
- ✓ Design and evaluate practical HR programs (e.g., recruitment, training, performance appraisal) that promote fairness, efficiency, and long-term employee development.
- ✓ Analyze HR-related cases and propose actionable, ethical, and legally compliant solutions.
- ✓ Effectively communicate, collaborate, and lead HR projects in a diverse team environment.

### **Mindset**

- ✓ Adopt a strategic and human-centric perspective, recognizing talent as a core driver of organizational and societal development.
- ✓ Think systemically about aligning HR practices with organizational strategy, culture, and sustainable growth objectives.
- ✓ Make decisions with strong consideration for ethics, diversity, social responsibility, and inclusive development.

Embrace adaptability, innovation awareness, and evidence-based thinking in response to digital transformation and workplace evolution.

## **Teaching Methods**

This course contains lectures, class discussions, homework, 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
FinalExam	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	10%	Most of the assigned homework is taken from the case discussed in the class or some research task.
Quizzes	20%	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.
Presentation/Participation	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.
Attendance	10%	Refer to attendance policy listed below.
<b>Total</b>	<b>100%</b>	

### 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+ 97-100 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

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 excuse 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.

**Exam Schedule**

Midterm Test: TBA

Final Exam: 29<sup>h</sup> June-4th July

**Topical Course Outline**

Week	Date	Topics	Homework
1	2hours	<ul style="list-style-type: none"> <li>● Chapter 1 Introduction to Human Resources Management</li> <li>1.1 What is Human Resources Management</li> </ul>	

		1.2 The Trends Shaping Human Resources Management 1.3 The New Human Resource Management	
	1 hour	Discussion & Case Study:	
2	2 hours	<ul style="list-style-type: none"> <li>Chapter 2 Human Resources Management Strategy and Analysis</li> <li>2.1 The Strategic Human Resources Management</li> <li>2.2 Strategic Human Resource Management Tools</li> <li>2.3 HR Metrics, Benchmarking, and Data Analytics</li> <li>2.4 High-performance Work System</li> </ul>	
	1 hour	Activity & Case study	
3	2 hours	<ul style="list-style-type: none"> <li>Chapter 3 Job analysis and The Talent Management Process</li> <li>3.1 The Basics of Job Analysis</li> <li>3.2 Job Analysis Methods</li> </ul>	—
	1 hour	Activity & Case study	—
4	2 hours	<ul style="list-style-type: none"> <li>Chapter 3 Job analysis-Competency Iceberg model &amp; onion Model</li> </ul>	—
	1 hour	Activity & Case study	—
5	2 hours	<ul style="list-style-type: none"> <li>Chapter 4 Personnel Planning and Recruiting</li> <li>4.1 Human Resource Planning</li> <li>4.2 Recruiting Employees</li> </ul>	
	1 hour	Activity & Case study	
6	2 hours	<ul style="list-style-type: none"> <li>Chapter 5 Employee Testing and Selection</li> <li>5.1 Employee Selection</li> <li>5.2 Employee Testing</li> </ul>	—
	1 hour	Activity & Case study	—
7	2 hours	<ul style="list-style-type: none"> <li>Chapter 6 Interviewing</li> <li>5.1 Basic types of Interview</li> <li>5.2 Application case</li> </ul>	—
	1 hour	Activity & Case study	
8		<b>●Midterm Test</b>	
9	2 hours	<ul style="list-style-type: none"> <li>Chapter 7 Training and Developing Employees</li> <li>7.1 Orienting and On boarding New Employees</li> <li>7.2 Overview of the Training Process</li> <li>7.3 Implementing the Training Program</li> <li>7.4 Evaluation of the Training Effort</li> </ul>	—
	1 hour	Activity & Case study	
10	2 hours	<ul style="list-style-type: none"> <li>Chapter 8 Performance Management</li> <li>8.1 Introduction to performance Management: BSC, KPI &amp; OKR</li> <li>8.2 Performance appraisal</li> <li>8.3 Performance feedback</li> </ul>	—
	1 hour	Case study:	—
11	2 hours	<ul style="list-style-type: none"> <li>Chapter 9 Managing Careers and Retention</li> <li>9.1 Career management</li> <li>9.2 Managing Employee turnover and Retention</li> </ul>	—
	1 hour	Case Study	—
12	2 hours	<ul style="list-style-type: none"> <li>Chapter 10 Establishing Strategic Pay Plans</li> <li>10.1 Equity and its impact on pay rates</li> </ul>	—

		10.2 Establishing pay rates 10.3.Pricing managerial and professional jobs	
	1 hour	Case study	—
13	2 hours	● Chapter 11 Pay for performance and financial incentives 11.1 Compensation for special groups 11.2 Employee Benefits	
	1 hour	Case study	—
14	2 hours	● Chapter12 Benefits and Service 8.1 Employee safety and health 12.1 Benefits 12.2 Flexible benefits program	—
	1 hour	Case Study	
15	Three hours	Presentation	—
16	Three hour	Presentation &Final review	—

*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>Spring Semester, 2026</b>	
Mar.8	Registration
Mar.9	Classes Begin
Apr.5	Qing Ming Festival
Apr.24	Spring Sports
May.1	Labor Day
June. 19	Dragon-Boat Festival

**Instructor:**

**Department Head:**

