

## Figure 6.4

### Human Resource Management Program Abbreviated Course Syllabus

<u>Course Number:</u>	BB911A
<u>Course Name:</u>	Organization Design and Job Analysis
<u>Instructors:</u>	Zhang Yan
<u>Students:</u>	Human Resource Management 2021
<u>Required Text:</u>	1. Management, << Management >> Writing Group, Higher Education Press, Edition 2019, 1
<u>Course Description:</u>	Organization Design and Job Analysis is a professional course for the Human Resource Management Program. The task of this course is to enable students to master the basic principles, procedures and methods of modern organization design and job analysis under the guidance of the “people-oriented” management concept. Through the study of this course, students can master the expression of job analysis results, be familiar with the specific application scope of job analysis in human resource management, understand the main methods of staffing, job design and job evaluation, and be able to flexibly apply the theory of organization design and job analysis to analyze and solve practical problems in enterprises.

Topic Outline:	Hours/Minutes
I. Basic Theory of Organization Design	2
A. Organization:	
① Concept of organization	
② Characteristics of organization	
③ Functions of organization	
B. Organization design:	
① Concept of organization design	
② Procedure of organization design.	
③ Principles of organizational design	
II. Contingency Factors of Organization Design	3
A. Organizational effectiveness:	
① Concept of organizational effectiveness	
② Measurements of organizational effectiveness	
B. Morphological variables of organization design:	
① Complexity	
② Standardization	
③ Centralization of power	

C.	Contingency factors of organization design:	
	① Environment and strategy	
	② Personnel quality and scale	
	③ Life cycle and technology	
III.	Organization Design and Organization Change	5
A.	Organization design:	
	① Organization function design	
	② Longitudinal organization structure design	
	③ Transverse organization structure design	
	④ Coordination mode of organization structure design	
B.	Organization change	
	① Concept of organization change	
	② Implementation of organization change	
IV.	Introduction of Job Analysis	2
A.	Introduction of job analysis	
	① Concept of job analysis	
	② Content of job analysis	
	③ Concepts related to job analysis	
	④ Process of job analysis	
B.	Original thought of job analysis:	
	① Practical activities and contributions of job analysis in Western countries	
	② Practical activities and contributions of job analysis in China	
	③ Development trend of work analysis	
V.	Methods of Job Analysis	10
A.	Basic methods of job analysis:	
	① Questionnaire survey method	
	② Observation method	
	③ Realistic analysis	
	④ Interviews	
	⑤ Critical event method	
	⑥ Data analysis	
B.	Comparison of methods:	
	① Advantages and disadvantages of each method	
	② Application scope of each method	
VI.	Implementation Process of Job Analysis	6
A.	Introduction of implementation process:	
B.	Implementation process	
	① Preparation stage	
	② Implementation stage	
	③ Formation stage	
	④ Application and feedback stage	
	⑤ Problems and countermeasures in the practice	
VII.	Results of Job Analysis	4
A.	Job description	

① Concept of job description	
② Content of job description	
B. Qualification	
① Concept of qualification	
② Content of qualification	
C. Job specifications	
① Concept of job specifications	
② Content of job specifications	
③ Application scope of job specifications	
④ Establishment of job specifications	
VIII. Applications of Job Analysis	8
A. Staff determination:	
① Concept of staff determination	
② Methods of staff determination	
③ Attention problems of staff determination	
B. Job design	
① Concept of job design	
② Methods of job design	
③ Attention problems of job design	
C. Job evaluation	
① Concept of job evaluation	
② Methods of job evaluation	
③ Attention problems of job evaluation	
Total Sessions (Coverage Hours)	40

Summary of UG CPC Topics Covered in this Course:	Hours/Minutes
a. Marketing	4
b. Finance	0
c. Accounting	0
d. Management	12
e. Legal environment of Business	1
f. Economics	3
g. Business Ethics	4
h. Global Dimensions of Business	2
i. Business Communications	2
j. Information System	4
k. Quantitative Techniques and Statistics	4
l. Business Policies	0
m. Comprehensive or Integrating Experience	4
Total Estimated CPC Coverage Hours	40