

Human Resource Management Abbreviated Course Syllabus

<u>Course Number:</u>	BB901A
<u>Course Name:</u>	Human Resource Management
<u>Instructors:</u>	Liu Xiaolong
<u>Students:</u>	HRM AY2021
<u>Required Text:</u>	<ol style="list-style-type: none"> 1. HUMAN RESOURCE MANAGEMENT, Liu Xin, Renmin University of China Press, Edition 2020, 4 2. HUMAN RESOURCE MANAGEMENT PRACTICE, Qian Cheng, Zhao Guoxin, Peking University Press, Edition 2020, 2 3. EXPERIMENTAL AND PRACTICAL TRAINING GUIDE FOR HUMAN RESOURCE MANAGEMENT, Chen Ye, Dongbei University of Finance and Economics Press, Edition 2021, 1
<u>Course Description:</u>	<p>This course is the first specialized course for students majoring in Human Resources Management and has an introductory nature. The purpose of this course is to provide students with a systematic understanding of the theoretical framework of human resource management. Through the study, students can cultivate their interest in learning and engaging in human resource management related work, and lay a solid foundation for further in-depth learning of other professional courses.</p>

Topic Outline:	Hours/Minutes
I. Introduction	5
A. The importance, theoretical framework, and learning methods of human resource management: <ol style="list-style-type: none"> ① The importance of human resource management ② The theoretical framework of human resource management ③ The learning methods of human resource management 	
B. Related concepts of human resources: <ol style="list-style-type: none"> ① Population resources, labor resources and talents resource ② Human resources ③ Human capital 	
C. The connotation and functions of human resource management: <ol style="list-style-type: none"> ① The connotation of human resource management ② The functions of human resource management ③ The performers of human resource management functions 	
D. The development trend of human resource management	
II. Human Resource Planning	2
A. The definition and function of human resource planning	

B.	The process of human resource planning	
C.	The methods for predicting the supply and demand of Human Resources	
III.	Job Analysis	2
A.	Concept and content of job analysis	
B.	Process and methods of job analysis	
C.	Content of work instructions	
IV.	Employee Recruitment Management	9
A.	Employee recruitment overview:	
	① Concept of employee recruitment	
	② Employee recruitment motivation	
	③ Employee recruitment process	
B.	Channels and methods for employee recruitment:	
	① Channels for employee recruitment	
	② methods for employee recruitment	
C.	Methods of talent selection:	
	① Resume Screening	
	② Structured interview	
	③ Psychological test	
	④ Other methods	
D.	Employment management:	
	① Background check	
	② Employment process	
E.	Recruitment simulation experiment	
V.	Employee Training Management	6
A.	Overview of employee training management:	
	① The concept of employee training	
	② The significance of employee training	
	③ The process of employee training	
B.	Training needs analysis:	
	① Sources of Training needs	
	② The three-level structure of training needs	
C.	Training methods:	
	① Direct teaching training methods	
	② Participatory training methods	
	③ Practical training methods	
	④ Attitude training methods	
D.	Training effectiveness evaluation	
E.	Training simulation experiment	
VI.	Performance Management	7
A.	Overview of performance management:	
	① The concept of performance	
	② The concept of performance management	
	③ The process of performance management	
B.	Methods of performance evaluation:	

① Behavior performance evaluation methods	
② Result performance evaluation methods	
C. 360 degree performance evaluation	
D. Performance feedback interview	
E. Performance evaluation simulation experiment	
VII. Emolument Management	5
A. Overview of emolument:	
① The connotation of emolument	
② The composition of emolument	
③ The value of emolument	
B. Overview of Emolument Design:	
① Principles of emolument design	
② Process of emolument design	
C. Job evaluation and its methods:	
① Concept of job evaluation	
② Job evaluation methods	
D. Emolument survey	
E. Incentive emolument and benefits	
VIII. Labor Relations Management	4
A. Related concepts:	
① Labor relations and labor legal relations	
② Labor contracts and collective contracts	
③ Labor disputes	
B. Labor contract management:	
① Conclusion of labor contract	
② modification of labor contract	
③ Termination of labor contract	
C. Handling of labor disputes	
Total Sessions (Coverage Hours)	40

Summary of UG CPC Topics Covered in this Course:	Hours/Minutes
a. Marketing	0
b. Finance	0
c. Accounting	0
d. Management	16
e. Legal environment of Business	1
f. Economics	1
g. Business Ethics	5
h. Global Dimensions of Business	1
i. Business Communications	6
j. Information System	1
k. Quantitative Techniques and Statistics	1
l. Business Policies	0

m. Comprehensive or Integrating Experience	8
Total Estimated HRM Coverage Hours	40