

DONGGUAN UNIVERSITY OF TECHNOLOGY

School of Economics and Management

Course Syllabus

2020 spring

Course Information

Course Code	
Course Title	Human Resource Management
Instructor	Zheng Ning
Class	2018 International Business Management (International Business Industry-University International Program)
Course Category	<input checked="" type="checkbox"/> Elective <input type="checkbox"/> Compulsory
Credit(s)	3
Total Hours	48
Hours Per Week	3 hours, 16weeks
Practical Hours	0
Lab Practice Hours	0
Classroom	3406 GuanCheng Campus;
Time	Thursday, 8:30-11:10AM
Office Hour	Wednesday 10:00-12:00 at 3207 Guancheng Campus; by appointment
Required Textbook	G.Dessler(2017), <i>Human Resource Managemet</i> , 15th ed. Pearsons,ISBN 978-0-13-423545-5
Supplementary Materials	Robbins, S.P. Management (12th Edition)[M].Beijing: Tsinghua UniversityPress.,2018.
Prerequisites	Principles of Management
Course website	

Course Description

It is to provides students in human resource management theories and practicing , with a full and practical introduction to modern human resource management concepts and techniques in a highly readable form.

Course Learning Objectives (LOs)

After completing the course learning, the student will be able to:

LO1: Explain what human resource management is and how it relates to the management process

LO2: discuss and illustrate each of the important trends influencing human resource management

LO3: describe “distributed HR” and other important aspects of human management today.

LO4: understand four important human resource manager competencies.

Assessment and Grading

Assignments	Percent of Final Grade
Attendance	10%
Midterm exam	40%
Final exam	50%
Total	100%

Policies

➤ Attendance Policy

Students cannot incur more than two unexcused absence for whole semester.

➤ Participation Policy

Students should participate every in-class discussion and experiment.

➤ Policy on Assignments and Quizzes

All assignments and exam should complete by yourself. Late assignments will be accepted without penalty only in cases of legitimate absences and only if the student has contacted the lecturer in advance regarding the reasons for the late assignment. If you miss a class, you must get previous class material from one of your student contacts. See the rubrics of assessment event for the detailed of evaluation.

Before/After Class - Students should expect to spend an adequate amount of time on reviewing the textbook, course handouts and finalizing the group homework before the due day. To keep up with the flow of the course, students

are strongly recommended to complete the relevant reading materials and to have the coming individual/group presentations/activities conscientiously prepared before the class.

➤ **Plagiarism**

If it is caught that you take another person's work, ideas, or words, and using them as if they were your own, then the corresponding assignment will be scored zero. You can use others' work in a proper way of referencing.

➤ **Classroom Policies**

- English - You are highly encouraged to speak English in the class and actively exchange your ideas, opinions and critical thinking with others. Make sure to speak English even during small-group or paired activities.
- Late coming student should provide a reasonable excuse based on the microeconomic theory and share it in class. If there is no excuse, treat as absent.
- If there is a question, stop the instructor any time, and ask for an answer. Your question is others' question with a very high probability.
- Please be considerate of your fellow students during class presentations. Talking during the presentation will result in a 1% deduction from your final grade.

Session Plan

Week1	Topic: Introduction to Human resource Management		
Week2	Topic: Equal opportunity and the law Ideological and political learning 1: Help students recognize the important role of law in our society	Lecture: 45min Video: 10min Reading: 5 Discussion: 30	
Week3	Topic: Human resource Management strategy and analysis	Lecture:45min Game: 20min Exercises: 10min Discussion: 15	

Week4	Topic: Job analysis and the talent management Process	Lecture:25min Exercises: 45min Discussion: 20min	
Week5	Topic: Personnel Planning and recruiting	Lecture:45min Experiments: 45min	
Week6	Topic: Employee testing and selection	Lecture:45min Exercises: 45min	
Week7	Topic: interviewing Candidates	Lecture:30min Exercises: 60min	
Week8	Topic: training and developing employees	Lecture: 45min Exercises: 45min	
Week9	Topic: Performance Management and appraisal	Lecture: 45min Video: 10min Discussion: 20 Exercises:15min	
Week10	Topic: Managing Careers and retention	Lecture: 60min Discussion: 10 Exercises: 20min	
Week11	Topic: Establishing strategic Pay Plans	Lecture: 60min Discussion: 10 Game: 20	
Week12	Topic: <ul style="list-style-type: none"> ● Pay for Performance and Financial incentives ● Midterm exam 	Lecture: 60min Exam: 30	
Week13	Topic: Benefits and services	Lecture: 45min Discussion: 15min Presentation: 30min	
Week14	Topic:	Lecture: 45min	

	Building Positive employee relations	Video: 25min Discussion: 20	
Week15	Topic: Labor relations and Collective Bargaining Ideological and political learning 2: Defines harmonious labor relations and their specific standard.	Lecture: 45min Discussion: 45min	
Week16	Topic: safety, Health, and risk Management Ideological and political learning 3: Help students understand the impact of safety management on the economic construction of Dongguan city.	Lecture: 45min Discussion: 45min	
Total	48 hours		
Date: 2020.02.18 Reviewed by Signature Director of Department of International Business and Management			