## **100210042 Human Resource Management**

**Lecture Hours: 32**

**Credits: 2**

## **Prerequisite(s): Management Science**

## **Organizational Behaviour**

**Course Description:**

This course is a systematic study of human resource management, includes the theory of human resources, human resources management, the emergence and development of human resource management and human resource managers. The course focuses on specific issues of human resource management, such as job analysis, recruitment, training, performance evaluation, salary management, etc. Through the study of this course, the students can understand and master the basic theory and methods of human resource management, and improve their ability to analyze and solve the practical problems of human resource management.

**Course Outcomes**:

After completing this course, a student should be able to:

1. Know the status of human resources in the economic and social development.
2. To master the basic theory of human resources management, basic knowledge and basic methods, such as strategic human resource management, organizational structure and job analysis, human resources planning and recruitment, etc.;
3. Cultivate the ability to work in the human resource management, such as employee selection, the method of performance management etc.
4. For further specialized courses and future work.

**Course Content:**

**Lectures and Lecture Hours:**

1. Overview of human resource and human resource management 2
   1. The basic concept of human resources and its connotation

1.2 The history of human resource management and its basic connotation

1. Strategic human resource management 4
   1. Human resource management and strategy
   2. The strategic management of human resource functions
2. The organizational structure and job analysis 4
   1. The basic principle of organizational structure and organizational design
   2. Summary of job analysis
   3. The main method of job analysis and job descriptions
3. Human resources planning and recruitment 4
   1. Human resource planning
   2. Human resources recruitment
4. Employee selection 4
   1. The effect of selection, procedures and standards
   2. The main method of selection
5. Training and development 4
   1. The basic principles of training and training management

6.2 The main content of training management

6.3 Staff development and professional development

1. Performance management 4
   1. The basic principle of performance and performance management
   2. Performance evaluation methods and evaluation form design
   3. The performance evaluation and feedback
2. Salary and welfare 4
   1. The general principles of compensation and compensation management
   2. Position compensation system design
   3. Performance incentive plan
   4. Employee benefits

**Grading:**

Attendance 10%

Homework 50%

Final 40%

**Text & Reference Book**:

Keyong Dong. Introduction to human resources management, China University Renmin Press,2015.

Xin Liu. Human Resource Management, China Renmin University Press,2015.