



四川大學
SICHUAN UNIVERSITY

Human Resource Management

Course Number:	MNG 312	Term:	Summer, 2021
Instructor:	TBA	Email:	
Contact Hours:	48	Meeting Times:	TBA
Credits:	3.0		

Course Description:

This course introduces the main functions and topic areas in Human Resource Management (HRM). Topics include job analysis and design, recruitment and selection, training and development, performance evaluation, compensation, diversity management and occupational health and safety. Strategic and operational challenges in managing human resources will be highlighted throughout the course. The pedagogy will include lectures, in class exercises, discussions and a final project based on student area of interest.

This course allows students to understand ways in which managers acquire; train appraises and compensates employees while at the same time attending to aspects related to labor relations, health, and safety as well as fairness concerns. It is designed to facilitate learning about personnel function within profit and nonprofit organizations. The course covers the procurement, development, compensation, integration, and maintenance of personnel.

Learning Objectives:

Upon successful completion of this course, students will be prepared to:

1. Analyze functions and processes of Human Resource Management (HRM)
2. Describe how components of Human Resource Management (HRM) impact organizational HRM
3. Analyze future trends for Human Resource Management (HRM) globalization
4. Describe how macro issues impact Human Resource Management (HRM)

Required Textbook and Course Materials:

Text: Human Resource Management- gaining a competitive advantage

Author: Fred S. Kleiner

Edition: Ninth Edition

ISBN: 978-7-300-20725-4

Language of Instruction:

This course is taught entirely in English, including lectures, homework, assignments and examinations. Teaching assistants will be fluent in both English and Mandarin.

Course Prerequisites:

None

University Policies**Class Format**

In Person. Course activities, discussions, assignments and resources will be made available at the start of and during the course.

Attendance, Participation and Deliverables

Courses are very intensive and in order to be successful, students need to attend every class. Attendance is required for all lectures and class activities. Class participation is expected from every student and form a significant portion of the final course grade.

All course deliverables (homework assignments and tests) are due on time as assigned. This course includes *no* make-ups, postponements or additional assignments, except for verified medical emergencies. If you miss an exam/assignment due to a non-sanctioned absence, your score on that exam/assignment will be zero.

Academic Dishonesty

All cases of academic dishonesty will be diligently pursued. Academic dishonesty includes representing the work of another as one's own work or cheating by any means. Academic dishonesty also includes aiding, abetting, concealing or attempting such activity. The penalty is automatic failure of the course and possible suspension from the university.

Grading Scale

Grading Scale (%)			
97 - 100	A+	77 – 79	C+
93 - 96	A	73 – 76	C
90 - 92	A-	70 – 72	C-
87 - 89	B+	67 – 69	D+
83 - 86	B	63 – 66	D
80 - 82	B-	60 – 62	D-
		0 - 59	F

Professor- and Course-Specific Policies (*Tentative*)

Grade Components:

Graded Items	% of Final Grade
Mid-Term	5 %
Projects	5%
Final Exam	15 %
Final Research Paper	20 %
Exams	55 %
Total	100 %

Course Schedule (*Tentative*)

Module	Topics
1	TOPIC: Introduction <i>Chapters 1-2</i> <ul style="list-style-type: none">● Warm-up● Introduction to this course and assessment● HRM: definitions, process and functions
2	TOPIC: HR PLANNING <i>Chapters 3-4</i> <ul style="list-style-type: none">● HR planning● Work analysis, design and motivation
3	TOPIC: RECRUITMENT AND SELECTION <i>Chapters 4-5</i>
4	TOPIC: TRAINING AND EMPLOYEE DEVELOPMENT <i>Chapters 6, 8</i>
5	TOPIC: PERFORMANCE APPRAISAL AND PAYMENT <i>Chapters 7, 10, 11</i> Final