

课程教学进度计划表

一、基本信息

课程名称	Human resource management (English Course)				
课程代码	2067025	课程序号	1748	课程学分/学时	3/48
授课教师	Xiao Tan	教师工号	24355	专/兼职	Full-time
上课班级	Business Administration - B24-1、2	班级人数	31	上课教室	12 号楼/四教 309
答疑安排	Monday, 12:45-16:00				
课程号/课程网站	1748/ https://mooc1.chaoxing.com/course/249765698.html				
选用教材	Human resource management, Keyong Dong & Mingzheng Xiao, Higher Education Press, 2023				
参考教材与资料	Human resource management, Gary Dessler, China Renmin University Press, 2021. Articles and journals in management.				

二、课程教学进度安排

课次	课时	教学内容	教学方式	作业
1	2	Introduction to human resource management Importance of human resource management	Lecture. Seminar.	Reading. Reviewing.
2	2	Trends shaping human resource management History and development of human resource management	Lecture. Seminar. Case study.	Reading. Reviewing.
3	2	Strategic human resource management	Lecture. Seminar. Case study.	Reading. Reviewing.
4	2	Personnel planning Process of personnel planning	Lecture. Seminar.	Reading. Reviewing.

			Case study.	
5	2	Importance of job analysis Process of job analysis	Lecture. Seminar. Case study.	Reading. Reviewing.
6	2	Collecting job analysis information	Lecture. Seminar. Case study.	Reading. Reviewing.
7	2	Job description	Lecture. Seminar. Case study.	Reading. Reviewing.
8	2	Recruitment	Lecture. Seminar. Case study.	Reading. Reviewing.
9	2	Employee selection	Lecture. Seminar. Case study.	Reading. Reviewing.
10	2	Interviewing	Lecture. Seminar. Case study.	Reading. Reviewing.
11	2	Employee engagement	Lecture. Seminar. Case study.	Reading. Reviewing.
12	2	Employee training	Lecture. Seminar. Case study.	Reading. Reviewing.
13	2	Employee development	Lecture. Seminar. Case study.	Reading. Reviewing.
14	2	Describe the performance appraisal Techniques for appraising performance	Lecture. Seminar. Case study.	Case analysis.
15	2	Employee incentive program	Lecture. Seminar. Case study.	Reading. Reviewing.

16	2	Team incentive plan	Lecture. Seminar. Case study.	Reading. Reviewing.
17	2	Employee relation	Lecture. Seminar. Case study.	Reading. Reviewing.
18	2	Employee relationship management methods	Lecture. Seminar. Case study.	Reading. Reviewing.
19	2	Ethical behavior	Lecture. Seminar. Case study.	Reading. Reviewing.
20	2	HR Challenges of international business	Lecture. Seminar. Case study.	Reading. Reviewing.
21	2	Staffing the global organization	Lecture. Seminar. Case study.	Reading. Reviewing.
22	2	Training and maintaining employees abroad	Lecture. Seminar. Case study.	Reading. Reviewing.
23	2	Presentation	Presentation.	Reading. Reviewing.
24	2	Review	Reviewing.	Reading. Reviewing.

三、考核方式

总评构成	占比	考核方式
1	60%	Final exam (Open book)
X1	10%	Class participation
X2	10%	Case analysis
X3	20%	Group presentation

任课教师: 

(签名)

系主任审核: 

(签名)

日期: Feb. 9th,

2025