



蘇州大學
Soochow University

BUS 110 Human Resource Management

Summer 2024

Course Credits: 4

Contact Hours: 56 hours

Instructor: TBA

Email: TBA

COURSE OBJECTIVES

The main objective of this course is to help students acquire and develop skills to design rational decisions in the discipline of human resource management. The course focuses on issues and strategies required to select and develop manpower resources. It also explains the core functions of HRM: planning, recruitment, development, reward, voice, and exit. In particular, students will consider how responsibility for people management is distributed inside and outside an organization. This course takes a very practical view of HRM, using many examples, exercises, and cases. Students are encouraged to think about what HRM means—how it differs according to the nature of work, organization, industry sector, and in different regions and countries—and to consider what constitutes ethical human resource management.

Upon completion of this course, students will be able to:

1. Have an understanding of the basic concepts, functions, and processes of human resource management.
2. Obtain an in-depth knowledge of specific HRM-related theories, skills, and practices.
3. Describe how HR strategies can be informed by knowledge of labor markets and product markets locally, nationally, and internationally.
4. Develop ways in which human resource management might diagnose a business strategy and then facilitate the internal change necessary to accomplish the strategy.
5. Be aware of the role, functions, and functioning of the human resource



department of organizations.

6. Describe the dynamic nature of global competition and social and technological trends and their significance for HRM practice.

7. Identify and evaluate social, cultural, ethical, and environmental responsibilities and issues in global contexts.

8. Demonstrate knowledge, understanding, and appreciation for ethical standards and the role of cultural, societal, and human diversity in the global economy as it relates to business and the practice of human resources management.

PREREQUISITES

N/A

GRADING

Grades will be determined by accumulating points, with 100 points being the maximum, as follows:

ITEM	POINTS
Quizzes	10 Points
Case Analyses	30 Points
Midterm Test	25 Points
Final Exam	35 Points
Total	100 Points

Late submissions will be graded at the end of the course. Grades will be assigned according to the following rule:

$A \geq 90 > B \geq 80 > C \geq 70 > D \geq 60 > F$.

We reserve the right to make adjustments to the overall grading policy.

COURSE MATERIALS

Required Texts:

John H. Jackson and Robert L. Mathis, *Human Resource Management*, 13th Edition, Cengage Learning, 2016.



Recommended (Optional) Texts or Other Materials:

None

COURSE TOPICS

MODULE	TASKS
Module 1	Topics: Topic 1: Introduction to Human Resource Management Topic 2: Organizational Ethics and Human Resource Management Topic 3: Strategic HR Management and Planning Topic 4: Equal Employment Opportunity and Diversity Assessments: Quiz#1 Case Analysis#1
Module 2	Topics: Topic 5: Workers, Jobs and Job Analysis Topic 6: Human Resource Planning and Retention Topic 7: Recruitment Strategies and Labor Markets Topic 8: Selection and Global Staffing Issues Assessments: Case Analysis#2
Module 3	Topics: Topic 9: Training and Development Topic 10: Talent Management Topic 11: Succession Planning Topic 12: Performance Management and Appraisal Assessments: Case Analysis#3 Midterm Test
Module 4	Topics: Topic 13: Total Rewards and Compensation Systems Topic 14: Incentive Plans and Executive Compensation Topic 15: Managing Employee Benefits Topic 16: Employee Relations Assessments: Quiz#2 Case Analysis#4



Module 5	<p>Topics: Topic 17: Risk Management and Worker Protection Topic 18: Employee Rights and Responsibilities Topic 19: Union/Management Relations Topic 20: Final Exam Review</p> <p>Assessments: Case Analysis#5 Final Exam</p>
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ATTENDANCE

1) Class attendance is required. Missing classes without permission will lead to decrease in overall grade.

Missing less than two classes: no penalty.

Missing more than two classes: 7% will be taken off from the overall grade.

If the instructor reports a student's frequent missing of class to the Soochow University Academic Administration Office, the student might get a written warning and might be prohibited from attending final exam.

2) Participants in this course are expected to arrive in class promptly and adequately prepared. The primary objective of this course is to critically engage with the readings and the subject matter. Therefore, course participants are expected to have completed the reading prior to class and prepare thoughtful reflections/commentaries to share with fellow colleagues.

LEARNING REQUIREMENTS

- 1) Late assignments are not acceptable and are subjected to grade deductions.
- 2) Assignments submitted in the wrong format will be counted as not submitted.
- 3) Failure to submit or fulfill any required course component results in failure of the class.
- 4) Make-up for midterm and final exams only with valid excuses, as defined by the University.
- 5) In order to earn a Certificate of Completion, participants must thoughtfully complete all assignments by stated deadlines and earn an average quiz score of 50% or greater.



TECHNOLOGY POLICY

The use of electronic devices in class is distracting, both for the user and for the rest of the class. Only non-programmable calculators can be used in the tests and exam. Any attempts to use cell phones and other electronic communication devices will be seemed as cheating. Laptops are discouraged, unless you use them for activities DIRECTLY related to the course (e.g., note taking, reading course documents).

ACADEMIC INTEGRITY POLICY

Soochow University highly values the academic integrity and aims to promote the academic fairness, honesty and responsibility. Any academic dishonesty behaviors and any attempts to cheats and plagiarism will be reported to the university administration office. A written warning and the relevant penalties will be imposed. The record might be shown on the official university transcript.

DISABILITY ACCOMMODATION

Soochow University is committed to maintaining a barrier-free environment so that students with disabilities can fully access programs, courses, services, and activities at Soochow University. Students with disabilities who require accommodations for access to and/or participation in this course are welcome.

Note:

Please contact the University Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material.