

# **Human Resource Management Introduction**

## **1、 Program Aim**

The program tries to help students to master basic theories, basic tools, and practical skills of human resource management. After graduation, the students should have the ability of management, organization, coordination, and creation. They should be familiar with the labor market and employment environment both inside and outside China. At the same time, they should have the wide vision and be energetic, so that they are qualified to the jobs of human resource management and development in various organizations.

**2. Program Duration:** 4-year undergraduate program

**3. Degree:** Bachelor of Management

## **4. Minimum Number of Credit Units Required for the Award**

The students are required to obtain 155 credit units (do not contain extracurricular credit units), including 48 credit units for liberal compulsory courses, 9 credit units for liberal optional courses, 47 credit units for discipline foundation courses, 32 credit units for professional compulsory courses, 8 credit units for professional limited optional courses, and 11 credit units for comprehensive application courses; meanwhile, the students must obtain 10 credit units for extracurricular quality development courses, and attend "college health education classes".

## **5. Special Requirements for Hong Kong, Macao and Taiwan Students**

According to the provisions of the Education Department, Hong Kong, Macao and Taiwan students do not need to attend the courses in "National Defense Education" and "Ideological and Political Theory Courses". The remaining courses should be attended in strict accordance with the designed semester, credit hours and other requirements of the program.

## **6. Special Requirements for International Students**

According to the provisions of the Education Department, international students do not need to attend the courses in "National Defense Education". Ideological and political theory courses are compulsory courses for foreign students in philosophy, political science and economics majors, while foreign students in other disciplines are exempt. "Chinese" and "Chinese General" are the compulsory courses for foreign students accepted the Academic Education. The remaining courses should be attended in strict accordance with the designed semester, credit hours and other requirements of the program

## 7. Teaching Schedule

**Table 1 The Required Credits for Human Resource Management**

| Course Type                       | Course Nature | Due Credit | Due Credits for Each Term |    |    |    |    |      |   |   | Total |
|-----------------------------------|---------------|------------|---------------------------|----|----|----|----|------|---|---|-------|
|                                   |               |            | 1                         | 2  | 3  | 4  | 5  | 6    | 7 | 8 |       |
| Public Courses                    | compulsory    | 48         | 14.5                      | 11 | 4  | 5  | 9  | 4.5  | 0 | 0 | 48    |
|                                   | Limit         | 9          | 0                         | 2  | 1  | 2  | 2  | 2    | 0 | 0 | 9     |
| Discipline-Based Courses          | compulsory    | 47         | 4                         | 10 | 16 | 11 | 6  | 0    | 0 |   | 47    |
| Specialized Courses               | compulsory    | 32         | 1                         | 0  | 0  | 2  | 9  | 16   | 4 | 0 | 32    |
|                                   | Limit         | 8          | 0                         | 0  | 0  | 0  | 4  | 4    | 0 | 0 | 8     |
| Comprehensive Application Courses | compulsory    | 11         | 0                         | 1  | 0  | 1  | 0  | 2    | 2 | 5 | 11    |
| Total                             |               | 155        | 19.5                      | 24 | 21 | 21 | 30 | 28.5 | 6 | 5 | 155   |

**Table 2: The Teaching Program Schedule of Human Resource Management**

| Course Category | Course Nature | Course Type | Course Identifier | Course Name                                  | Credit | Weeks for Studying | Total Credit | Allocation of Hours |            |          | Allocation of Each Term by Weeks |    |    |    |    |    |    |    | Way of Assessment |
|-----------------|---------------|-------------|-------------------|--|--------|--------------------|--------------|---------------------|------------|----------|----------------------------------|----|----|----|----|----|----|----|-------------------|
|                 |               |             |                   |  |        |                    |              | Lecturing           | Experiment | Practice | 1                                | 2  | 3  | 4  | 5  | 6  | 7  | 8  |                   |
|                 |               |             |                   |  |        |                    |              |                     |            |          | 15                               | 16 | 16 | 16 | 16 | 16 | 16 | 15 |                   |
| Public Courses  | Compulsory    | EOND        | 140471            | Military Theory (military training included) | 1.0    | 15                 | 15           | 15                  | 0          | 0        | 1                                |    |    |    |    |    |    |    | ☆                 |
|                 |               | TOIAP       | 140193            | Fundamental Principles of Marxism            | 3.0    | 15                 | 45           | 30                  | 0          | 15       | 3                                |    |    |    |    |    |    |    | ★                 |
|                 |               |             | 140464            | Moral Integrity and Fundamentals of Law      | 4.0    | 16                 | 64           | 48                  | 0          | 16       |                                  | 4  |    |    |    |    |    |    | ★                 |
|                 |               |             | 140222            | An Outline of Chinese Modern History         | 2.0    | 16                 | 32           | 32                  | 0          | 0        |                                  |    |    | 2  |    |    |    |    | ★                 |

|  |  |                       |        |  |     |    |    |    |    |    |   |   |  |   |   |  |  |   |
|--|--|-----------------------|--------|--|-----|----|----|----|----|----|---|---|--|---|---|--|--|---|
|  |  |                       | 140473 | Introduction to Mao Zedong Thoughts and Socialist Theoretical System With Chinese Characteristics I  | 3.0 | 16 | 48 | 32 | 0  | 16 |   |   |  | 3 |   |  |  | ★ |
|  |  |                       | 140483 | Introduction to Mao Zedong Thoughts and Socialist Theoretical System With Chinese Characteristics II | 3.0 | 16 | 48 | 32 | 0  | 16 |   |   |  | 3 |   |  |  | ★ |
|  |  |                       | 140242 | Situation and Policy   | 2.0 | 16 | 32 | 32 | 0  | 0  |   |   |  |   | 2 |  |  | ☆ |
|  |  | Language and Skills I | 119612 | Foundations of Computer Application  | 2   | 16 | 32 | 8  | 24 | 0  | 2 |   |  |   |   |  |  | ★ |
|  |  |                       | 121552 | Practical Writing  | 2   | 16 | 32 | 32 | 0  | 0  |   | 2 |  |   |   |  |  | ★ |
|  |  |                       | 140222 | Essentials of Chinese Modern History   | 2   | 16 | 32 | 32 | 0  | 0  | 4 |   |  |   |   |  |  | ★ |

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|--|--|------------------------|--------|------------------------------------|-----|----|----|----|---|---|---|---|---|---|---|--|--|---|
|  |  | Language and Skills II | 090834 | College English IIIa               | 4   | 15 | 60 | 60 | 0 | 0 | 4 |   |   |   |   |  |  | ★ |
|  |  |                        | 090864 | College English IIb                | 4   | 15 | 60 | 60 | 0 | 0 | 4 |   |   |   |   |  |  | ★ |
|  |  |                        | 090844 | College English IVa                | 4   | 16 | 64 | 64 | 0 | 0 |   | 4 |   |   |   |  |  | ★ |
|  |  |                        | 090874 | College English IIIb               | 4   | 16 | 64 | 64 | 0 | 0 |   | 4 |   |   |   |  |  | ★ |
|  |  |                        | 090884 | College English IVb                | 4   | 16 | 64 | 64 | 0 | 0 |   |   | 4 |   |   |  |  | ★ |
|  |  |                        | 180264 | English-Chinese/Ch-Eng Translation | 4   | 16 | 64 | 64 | 0 | 0 |   |   | 4 |   |   |  |  | ★ |
|  |  |                        | 180412 | Academic English                   | 2   | 16 | 32 | 32 | 0 | 0 |   |   |   | 2 |   |  |  | ★ |
|  |  | Education of Health    | 400015 | Career Development and Planning    | 0.5 | 8  | 8  | 8  | 0 | 0 | 1 |   |   |   |   |  |  | ★ |
|  |  |                        | 130452 | Physical Education I               | 2   | 15 | 30 | 30 | 0 | 0 | 2 |   |   |   |   |  |  | ☆ |
|  |  |                        | 130462 | Physical Education II              | 2   | 16 | 32 | 32 | 0 | 0 |   | 2 |   |   |   |  |  | ☆ |
|  |  |                        | 140611 | Mental Health Education            | 1   | 16 | 16 | 16 | 0 | 0 |   | 1 |   |   |   |  |  | ☆ |
|  |  |                        | 130472 | Physical                           | 2   | 16 | 32 | 32 | 0 | 0 |   |   |   |   | 2 |  |  | ☆ |

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|---------------------------|-------------|-----------------------------|--------|--------------------------|-----|----|-----|-----|----|----|----|----|---|---|---|---|--|---|---|
|                           |             |                             |        | Education III            |     |    |     |     |    |    |    |    |   |   |   |   |  |   |   |
|                           |             |                             | 130482 | Physical Education IV    | 2   | 16 | 32  | 32  | 0  | 0  |    |    |   |   |   | 2 |  |   | ☆ |
|                           |             |                             | 400025 | Careers Advisory Service | 0.5 | 8  | 8   | 8   | 0  | 0  |    |    |   |   |   | 1 |  |   | ☆ |
|                           | Total       |                             |        |                          | 48  |    | 756 | 669 | 24 | 63 | 15 | 11 | 4 | 5 | 9 | 5 |  |   |   |
|                           | Limit       | Public Courses              | 000001 | Humanities               | 2   | 16 | 32  | 32  | 0  | 0  |    | 2  |   |   |   |   |  |   | ☆ |
|                           |             |                             | 990062 | General Selective II     | 1   | 16 | 16  | 16  | 0  | 0  |    |    | 1 |   |   |   |  |   | ☆ |
|                           |             |                             | 990032 | General Selective I      | 2   | 16 | 32  | 32  | 0  | 0  |    |    |   | 2 |   |   |  |   | ☆ |
|                           |             |                             | 000003 | Research Methodology     | 2   | 16 | 32  | 32  | 0  | 0  |    |    |   |   | 2 |   |  |   | ☆ |
|                           |             |                             | 000002 | Natural Science          | 2   | 16 | 32  | 32  | 0  | 0  |    |    |   |   |   | 2 |  |   | ☆ |
|                           | Total       |                             |        |                          | 9   |    | 144 | 144 |    |    |    | 2  | 1 | 2 | 2 | 2 |  |   |   |
| Disciplin e-Based Courses | Compu lsory | Discipli ne-Bas ed Course s | 100214 | Calculus I               | 4   | 15 | 60  | 60  | 0  | 0  | 4  |    |   |   |   |   |  | ★ |   |
|                           |             |                             | 109415 | Calculus Ia              | 5   | 15 | 75  | 75  | 0  | 0  | 5  |    |   |   |   |   |  | ★ |   |
|                           |             |                             | 109425 | Calculus Iia             | 5   | 16 | 80  | 80  | 0  | 0  |    | 5  |   |   |   |   |  | ★ |   |
|                           |             |                             | 10013  | Management               | 3   | 16 | 48  | 48  | 0  | 0  |    | 3  |   |   |   |   |  | ★ |   |

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|--|--|--|--------|--|---|----|----|----|---|---|--|---|---|---|--|--|--|---|
|  |  |  | 061083 | Microeconomic<br>s                                 | 3 | 16 | 48 | 48 | 0 | 0 |  | 3 |   |   |  |  |  | ★ |
|  |  |  | 100024 | Calculus II  | 4 | 16 | 64 | 64 | 0 | 0 |  | 4 |   |   |  |  |  | ★ |
|  |  |  | 012013 | Marketing  | 3 | 16 | 48 | 40 | 8 | 0 |  |   | 3 |   |  |  |  | ★ |
|  |  |  | 028013 | Accounting   | 3 | 16 | 48 | 48 | 0 | 0 |  |   | 3 |   |  |  |  | ★ |
|  |  |  | 061093 | Macroeconomi<br>cs                                 | 3 | 16 | 48 | 48 | 0 | 0 |  |   | 3 |   |  |  |  | ★ |
|  |  |  | 056183 | Finance  | 3 | 16 | 48 | 48 | 0 | 0 |  |   | 3 |   |  |  |  | ★ |
|  |  |  | 109235 | Linear Algebra<br>a                                | 5 | 16 | 80 | 80 | 0 | 0 |  |   | 5 |   |  |  |  | ★ |
|  |  |  | 101044 | Linear Algebra                                     | 4 | 16 | 64 | 64 | 0 | 0 |  |   | 4 |   |  |  |  | ★ |
|  |  |  | 020043 | Financial<br>Management                            | 3 | 16 | 48 | 48 | 0 | 0 |  |   |   | 3 |  |  |  | ★ |
|  |  |  | 030292 | Taxation<br>System of<br>China                     | 2 | 16 | 32 | 32 | 0 | 0 |  |   |   | 2 |  |  |  | ★ |
|  |  |  | 109445 | Probability<br>and<br>Mathematical<br>Statistics a | 5 | 16 | 80 | 80 | 0 | 0 |  |   |   | 5 |  |  |  | ★ |

|                     |            |                     |          |  |    |    |     |     |    |   |   |    |    |    |   |  |  |  |   |
|---------------------|------------|---------------------|----------|--|----|----|-----|-----|----|---|---|----|----|----|---|--|--|--|---|
|                     |            |                     | 105014   | Probability and Mathematical Statistics                | 4  | 16 | 64  | 64  | 0  | 0 |   |    |    | 4  |   |  |  |  | ★ |
|                     |            |                     | 112012   | Management Information System                          | 2  | 16 | 32  | 32  | 0  | 0 |   |    |    | 2  |   |  |  |  | ★ |
|                     |            |                     | 040013   | Statistics   | 3  | 16 | 48  | 48  | 0  | 0 |   |    |    |    | 3 |  |  |  | ★ |
|                     |            |                     | 070343   | Economic Law   | 3  | 16 | 48  | 48  | 0  | 0 |   |    |    |    | 3 |  |  |  | ★ |
|                     |            |                     | Subtotal |  | 47 |    | 748 | 740 | 8  |   | 4 | 10 | 16 | 11 | 6 |  |  |  |   |
| Specialized Courses | Compulsory | Specialized Courses | 019651   | Introduction to Specialty of Human Resource Management | 1  | 5  | 15  | 15  | 0  | 0 | 3 |    |    |    |   |  |  |  | ☆ |
|                     |            |                     | 014012   | Human Resource Management                              | 2  | 16 | 32  | 26  | 6  | 0 |   |    |    | 2  |   |  |  |  | ★ |
|                     |            |                     | 010822   | Experiment of ERP Software I (Human Resource           | 2  | 8  | 32  | 0   | 32 | 0 |   |    |    |    | 4 |  |  |  | ☆ |



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|--|--|--|--------|--|---|----|----|----|---|---|--|--|--|--|---|---|--|--|---|
|  |  |  |        | Management)                                |   |    |    |    |   |   |  |  |  |  |   |   |  |  |   |
|  |  |  | 010022 | Production and<br>Operations<br>Management | 2 | 16 | 32 | 28 | 4 | 0 |  |  |  |  | 2 |   |  |  | ★ |
|  |  |  | 010892 | Employee<br>Recruitment<br>and Evaluation  | 2 | 16 | 32 | 28 | 4 | 0 |  |  |  |  | 2 |   |  |  | ★ |
|  |  |  | 010533 | Entrepreneursh<br>ip                       | 3 | 16 | 48 | 48 | 0 | 0 |  |  |  |  | 3 |   |  |  | ★ |
|  |  |  | 010902 | Organization<br>Design and Job<br>Analysis | 2 | 16 | 32 | 32 | 0 | 0 |  |  |  |  |   | 2 |  |  | ★ |
|  |  |  | 010912 | Employee<br>Relationship<br>Management     | 2 | 16 | 32 | 32 | 0 | 0 |  |  |  |  |   | 2 |  |  | ☆ |
|  |  |  | 014102 | Management<br>Communicatio<br>n            | 2 | 16 | 32 | 32 | 0 | 0 |  |  |  |  |   | 2 |  |  | ★ |
|  |  |  | 014022 | Organizational<br>Behavior                 | 2 | 16 | 32 | 32 | 0 | 0 |  |  |  |  |   | 2 |  |  | ★ |
|  |  |  | 014382 | Labor<br>Economics                         | 2 | 16 | 32 | 32 | 0 | 0 |  |  |  |  |   | 2 |  |  | ☆ |
|  |  |  | 014072 | Salary<br>Management                       | 2 | 16 | 32 | 32 | 0 | 0 |  |  |  |  |   | 2 |  |  | ★ |

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|--|--------|--|----------|--|----|----|-----|-----|-----|---|---|--|--|---|----|----|---|--|---|
|  |        |  | 014372   | Performance Management                                 | 2  | 16 | 32  | 32  | 0   | 0 |   |  |  |   |    | 2  |   |  | ☆ |
|  |        |  | 014392   | Comprehensive Experiment for Human Resource Management | 2  | 16 | 32  | 0   | 32  | 0 |   |  |  |   |    | 2  |   |  | ★ |
|  |        |  | 360093   | Simulation of Firm's Behavior                          | 3  | 12 | 48  | 0   | 48  | 0 |   |  |  |   |    |    | 4 |  |   |
|  |        |  | 010961   | Literature Reading                                     | 1  | 16 | 16  | 16  | 0   | 0 |   |  |  |   |    |    | 1 |  | ☆ |
|  |        |  | Subtotal |  | 32 |    | 511 | 385 | 126 |   | 3 |  |  | 2 | 11 | 16 | 5 |  |   |
|  | Limits |  | 010042   | Strategic Management                                   | 2  | 16 | 32  | 32  | 0   | 0 |   |  |  |   | 2  |    |   |  | ☆ |
|  |        |  | 014112   | Introduction to Leadership                             | 2  | 16 | 32  | 32  | 0   | 0 |   |  |  |   | 2  |    |   |  | ☆ |
|  |        |  | 014402   | Investment of Human Capital                            | 2  | 16 | 32  | 32  | 0   | 0 |   |  |  |   | 2  |    |   |  | ☆ |
|  |        |  | 012022   | Marketing Research                                     | 2  | 16 | 32  | 32  | 0   | 0 |   |  |  |   | 2  |    |   |  | ☆ |
|  |        |  | 010451   | Academic Paper Writing                                 | 1  | 16 | 16  | 16  | 0   | 0 |   |  |  |   | 1  |    |   |  | ☆ |
|  |        |  | 010922   | Technology and Consulting                              | 2  | 16 | 32  | 32  | 0   | 0 |   |  |  |   |    | 2  |   |  | ☆ |

|                                   |            |                     |          |   |   |    |     |     |   |   |  |   |  |   |   |   |   |   |
|-----------------------------------|------------|---------------------|----------|---|---|----|-----|-----|---|---|--|---|--|---|---|---|---|---|
|                                   |            |                     |          | of Human Resource Management                  |   |    |     |     |   |   |  |   |  |   |   |   |   |   |
|                                   |            |                     | 014422   | Social Insurance and Firm's Welfare Designing | 2 | 16 | 32  | 32  | 0 | 0 |  |   |  |   |   | 2 |   | ☆ |
|                                   |            |                     | 014052   | Organizational Culture                        | 2 | 16 | 32  | 32  | 0 | 0 |  |   |  |   |   | 2 |   | ☆ |
|                                   |            |                     | 014432   | Professional Career Management                | 2 | 16 | 32  | 32  | 0 | 0 |  |   |  |   |   | 2 |   | ☆ |
|                                   |            |                     | 019682   | Career Psychological Health                   | 2 | 16 | 32  | 32  | 0 | 0 |  |   |  |   |   | 2 |   | ☆ |
|                                   |            |                     | 113042   | E-Business                                    | 2 | 16 | 32  | 32  | 0 | 0 |  |   |  |   |   |   | 2 | ☆ |
|                                   |            |                     | 016032   | Supply Chain Management                       | 2 | 16 | 32  | 32  | 0 | 0 |  |   |  |   |   |   | 2 | ☆ |
|                                   |            |                     | Subtotal |   | 8 |    | 128 | 128 |   |   |  |   |  |   | 4 | 4 |   |   |
| Comprehensive Application Courses | Compulsory | Application Courses | 019321   | Social Investigation I                        | 1 | 3  | 0   | 0   | 0 | 0 |  | 0 |  |   |   |   |   | ☆ |
|                                   |            |                     | 019331   | Social Investigation II                       | 1 | 3  | 0   | 0   | 0 | 0 |  |   |  | 0 |   |   |   | ☆ |
|                                   |            |                     | 017031   | Annual  | 1 | 0  | 0   | 0   | 0 | 0 |  |   |  |   |   | 0 |   | ☆ |

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|--|--|--|--------|--|---|----|-----|---|-----|---|-----|--|--|--|--|---|---|---|---|
|  |  |  |        | Research Paper   |   |    |     |   |     |   |     |  |  |  |  |   |   |   |   |
|  |  |  | 019311 | Industrial Survey  | 1 | 3  | 0   | 0 | 0   | 0 |     |  |  |  |  | 0 |   | ☆ |   |
|  |  |  | 360232 | Graduation Field Work (In-Campus Comprehensive Simulation) | 2 | 5  | 120 | 0 | 120 | 0 |     |  |  |  |  |   | 0 | ☆ |   |
|  |  |  | 017043 | Dissertation/Design  | 3 | 5  | 0   | 0 | 0   | 0 |     |  |  |  |  |   |   | 0 | ☆ |
|  |  |  | 019452 | Graduation Field Work (Out-Campus Field Work)              | 2 | 10 | 0   | 0 | 0   | 0 |     |  |  |  |  |   |   | 0 | ☆ |
|  |  |  | Total  |  |   |    | 11  |   | 120 |   | 120 |  |  |  |  |   |   |   |   |
|  |  |  |        |  |   |    |     |   |     |   |     |  |  |  |  |   |   |   |   |

Note:

★: Examination

☆: Investigation