

SYLLYBUS

(Attached to the Circular No. 03/2017/TT-LDTBXH dated March 1st, 2017 of the Ministry of Labor, War invalids and Social Affairs)

Subject name: Human Resource Management

Mudul code: MD23

Duration of the subject: 45 hours; (Theory: 15 hours; practice, exercises: 26 hours; Examination, exam 04 hours)

I. Position and subject properties

- Position: Human Resource Management subject belongs to the group of specialized modules that are arranged to teach after finishing the basic subjects.
- Characteristics: The Human Resources Management subject is a compulsory professional subject that supports professional subjects of Business Administration and applies it to practical work to recruit and manage personnel. members of the business ..

II. Course Objectives:

- About knowledge: Identifying basic functional activities of human resource management.
 - + Describe the HR planning process of an organization. Present the content, role and meaning of work analysis for human resource management activities.
 - + Describe the content and order of implementing the process of performance evaluation
 - + Describe how to choose training methods and evaluate training effectiveness.
 - + Present remuneration policy in the unit
- About skills:
 - + Planning human resources at the unit
 - + Analyze work, build job description table and employee professional standards.
 - + Evaluate work in departments and divisions.
 - + Evaluate the effectiveness of personnel training.
 - + Evaluate the staff's capacity
 - + Applying the remuneration policy for employees
- About autonomy and responsibility capacity:
 - + Work independently or in groups, make recruitment notices in the context of the labor law and the ever-changing salary regulations;
 - + Guide and supervise other people performing the job of recruiting employees; personal responsibility to the Enterprise
 - + Evaluate the quality of human resource recruitment and job placement in departments.

III. Course content:

1. General content and time allocation:

No	Names of chapters in the subject	Time (hour)			
		Total	Theory	Practice, experiment, discussion, exercise	Test
	Introduction to the subject	1	1		

1	Chapter 1: Introduction to Human Resource Management	3	2	1	
2	Chapter 2: Work analysis	10	3	7	
3	Chapter 3: Recruitment process.	10	3	6	1
4	Chapter 4: Training and Development	9	3	6	
5	Chapter 5: Performance evaluation and employee pay	10	3	6	1
6	Exam finish the subject	2			2
	Total	45	15	26	4

2. Details:

Opening article:

Time: 01h

CHAPTER 1: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Time: 3h

1. Objectives:

- Present the concept, role and meaning of human resource management.
 - Recognize the development process of human resource management theory
- Present the basic functions of human resource management.

2. Content:

1.1. Concept, human resource management role.

1.1.1. Concepts

1.1.2 Human Resource Management Role

1.2. Development of human resource management.

1.3. Basic functions of human resource management.

1.4. Human resource management model.

Discussion: Basic functions of human resource management

CHAPTER 2: WORK ANALYSIST

Time 10h

1. Objectives:

- Present the concept and meaning of work analysis.
- Presenting the content of the order of performing work analysis
- Applying the methods of collecting work analysis information.

2. Content:

2.1. Concept and Meaning of Work Analysis

2.1.1. Concept

2.1.2. Meaning

2.2. Information to collect in job analysis

2.2.1. Job description sheet

2.2.2. Staff standards

2.3. The order of performing work analysis

2.3.1. Methods of gathering job analysis information

2.3.2. Interview method

- 2.3.3. Professional solution
- 2.3.4. Questionnaire method
- Exercise: A case of work analysis

CHAPTER 3: RECRUITMENT PROCESS

Time: 10h

1. Objectives:

- Distinguishing sources of candidates from inside and outside the business.
- Presenting the content of the recruitment process
- Comparing books to attract models, allocate and allocate human resources

2. Content:

- 3.1. Source of candidates from inside and outside the company
 - 3.1.1. Inside
 - 3.1.2. Outside
- 3.2. The content and order of the recruitment process
 - 3.1.3. content
 - 3.1.4. The order (recruitment steps)
- 3.3. Models of attracting, assigning, and arranging personnel
- Exercise: Staff interview situation.
 - The situation decides to promote.

CHAPTER 4: TRAINING AND HUMAN DEVELOPMENT

Time: 9h

1. Objectives:

- Presents the concept and purpose of training and development
- Differentiate training forms.
 - Presentation of training methods

2. Content:

- 4.1. Training and development purposes
- 4.2. Training and development concept
- 4.3. Classification of training forms
- 4.4. Training methods
- 3. Exercises: Training and development scenarios

CHAPTER 5: ASSESSMENT OF WORK PERFORMANCE AND EMPLOYEES

Time 10h

1. Objectives:

- Applying the methods of evaluating the results of work performance and evaluating the staff's capacity.
- Evaluate the staff's capacity.
- Paying employees properly and fairly.

2. Content:

- 5.1 Purpose of evaluation of results
- 5.2 Content and order of performing work performance evaluation
- 5.3 Evaluation Methods
- 5.4 Types of compensation
- 3. Exercises:

- + The situation of evaluating the employee's work performance.
- + Employee remuneration exercises

4. Examination: Evaluation of work performance results, remuneration

Final test: Time: 02 hours

III. Subject conditions:

- Specialized classrooms / workshops: Theoretical classrooms
- Equipment and machines: Projector, computer
- Learning materials, tools, raw materials: boards, chalk
- Other conditions:

IV. Content and methodology, evaluation: Nội dung:

1. Content:

- *About knowledge:*

+ Content, role and meaning of job analysis for human resource management activities.

+ The process of performing work performance evaluation

+ Select training methods and evaluate training effectiveness.

+ Present remuneration policy in the unit

- *About skills:*

+ Human resource planning at the unit

+ Table of job descriptions and professional standards of staff.

+ Work in departments, departments.

+ Effective personnel training.

+ The capacity of the staff

+ Applying the remuneration policy for employees

- *About autonomy and responsibility capacity:*

+ Work independently or in groups, make recruitment notices in the context of the labor law and the ever-changing salary regulations;

2. Methods: Combining many teaching methods. The main method is discussion on a background that assigns students to practical research.

3. Evaluation:

3.1. Scale: use a 10-point scale to evaluate and convert to a 4-point scale to summarize and evaluate students' learning achievements.

3.2. Assess learning outcomes:

- Students who attend class $\geq 80\%$ of the total length of the course (students who are absent more than 20% of the time of the course will be banned from exam according to regulations)

- Examination and evaluation of modules / subjects comply with current regulations.

V. Instruction for implementing the subject:

1. Scope of subject application:

2. Instruction on teaching and learning methods for the subject:

- For teachers and lecturers: The program combines practice and theory. To teach the program in addition to the basic knowledge of the 7 chapters content, teachers must have practical knowledge of human resources. Teachers need to consult more documents on the Internet, and other media.

- For learners:

+ Study carefully the detailed study program

- + Prepare the contents before class according to the request of the instructors.
- 3. The focus to note: The contents students need to pay attention in the program:
- 4. References

- Assoc. Dr. Tran Kim Dung (2006) - Curriculum on Human Resource Management - University of Economics, Ho Chi Minh City.