MINISTRY OF EDUCATION AND TRAINING

**LAC HONG UNIVERSITY**

**COURSE OUTLINE**

**<125021– HUMAN RESOURCE MANAGEMENT>**

## 1. GENERAL INFORMATION

| Course name (Vietnamese): | Quan tri nguon nhan luc |
| --- | --- |
| Course name (English): | Human resource management |
| Course ID: | 125021 |
| Types: | Specialization |
| Faculty/Department: | Administration - International Economics |
| Main Lecturer: | PS Luu Ngoc Liem  Email: liemln@lhu.edu.vn |
| Lecturer participating in: | Master Hoang Thi Thanh Chung  Email : chunghtt@lhu.edu.vn |
| Number of credits: | 3 (45 periods) |
| Theory: | 45 periods |
| Practice: | 0 periods |
| Exercise: | 0 periods |
| Specialty : | Obligatory to students in major |
|  |  |

## 2. COURSE DESCRIPTION

The Human Resource Management section equips students with the knowledge and skills of human resource management. Human resource management is a search for the relationship between the nature of a job and the ability of the person to do it, improve it, aimed at achieving maximum effectiveness for the organization on the basis of the most efficient use of its human resources, so this part will help future managers to master the principles, skills, and art of managing human resources - the most valuable resource of the enterprise.

## 3. COURSE LEARNING OUTCOMES

**Table 1: Course Learning Outcomes (CLOs)**

| **Course Learning Outcomes (CLOs)** | **Course Learning Outcomes Content** | **Bloom domain/Bloom level** | **Program Learning Outcomes PLOs/SOs/PI (\*)** |
| --- | --- | --- | --- |
| CLO1 | Applying the techniques of human resources management in recruitment, training and development of staff, maintaining human resources | Knowledge (3) | PLO2(PI2.2) |
| CLO2 | Analyzing human resources management in enterprise | Knowledge (4) | PLO3(PI3.1) |
| CLO3 | Developing a plan to implement the work of human resources management in the enterprise | Skills (4) | PLO4(PI4.1) |
| CLO4 | Follow the administrator's guidelines | Attitude (2) | PLO7(PI7.2) |

|  | **4. COURSE CONTENT, LESSON PLAN** |
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**Table 2: Course Content, Lesson Plan**

| **Week** | **Lesson/**  **Chapter** | **Name/Chapter** | **Lesson Learning Outcomes (LLO)** | | **Lecture and Study activities** | **Teaching methods** | **Assessment methods** | **References (\*)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Chương 1 | **The general Human Resource Management**  1.1 Concept, roles of human resources management  1.2 Objectives of Human Resource Management  1.3 Basic functions of human resources management  1.4 Mission of the Human Resources Administration  1.5 Basic Principles of Human Resource Management | LLO1.1 | **Presenting** the concepts, objectives of Human Resource Management, functional groups and tasks of Human Resource Management | Lecturer introduces the course overview, regulations and study goals.  Students approach new information by listening, observing and questioning. | Lecture | Observation | **[1]** |
| LLO1.2 | **Obeying** the basic principles of Human Resource Management |
| 2 | Chương 2 | **HUMAN RESOURCE MANAGEMENT PLANNING**  2.1 Concepts  2.2 Human Resource Planning Process  2.3 Human Resource Planning Methods  2.4 Analysis of the state of Human Resources Management  2.5 Checking and evaluating the implementation situation | LLO2.1 | Human Resource Planning | * Students do presentations.   - Lecturer teaches and instructs students to discuss. | -Lecture  - Discussion | - Observation  - Short form test  -Presentations | **[1]** |
| 3 | Chương 3 | **JOB ANALYSIS**  3.1 Concept and meaning of job analysis  3.2 Information to be collected in the job analysis  3.3 Content and sequence of job analysis  3.4 Methods of collecting job analysis information | LLO3.1 | **Analyzing the** analysis of work sequence content | * Students do presentations.   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 4 | Chương 4 | **APPLICATION ACTIVITIES**  4.1 Concepts  4.2 Identifying the sources of the candidate’s attraction | LLO4.1 | **Illustrating** the sources of the candidate's attraction | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 5 | **APPLICATION ACTIVITIES (PT.2)**  4.3 Contents and sequences of the recruitment process  4.4 Forms of recruitment | LLO4.2 | **Creating** sequence content of the recruitment process | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 6 | Chương 5 | **HUMAN RESOURCE TRAINING AND DEVELOPMENT**  5.1 Purpose of Human Resource Training and Development  5.2 Concepts of Human Resource Training and Development  5.3 Training methods | LLO5.1 | Organization of training methods | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 7 | **HUMAN RESOURCE TRAINING AND DEVELOPMENT (PT.2)**  5.4Training process  5.5 Evaluating training effectively | LLO5.2 | **Establish** methods and processes for staff training and development | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 8 | Chương 6 | **WORK PERFORMANCE EVALUATION**  6.1 Concepts, purpose  6.2 Contents, sequences of performance | LLO6.1 | **Illustrating** the content of the sequence evaluating performance of the work | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 9 | **WORK PERFORMANCE EVALUATION (PT.2)**  6.3 Methods of performance evaluation  6.4 Improving effectively employee’s performance evaluation | LLO6.2 | **Establishing** methods to evaluate the performance of work | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 10 | Chương 7 | **WAGE LABOR**  7.1 Concepts and factors affecting wages  7.2 Income structure  7.3 Objectives of the salary system | LLO7.1 | **Identifying** the income structure and targets of the salary system | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |
| 11 | **WAGE LABOR (PT.2)**  7.4 Forms of wage labor  7.5 Contents, orders of generalized payroll in enterprises | LLO7.2 | Obeying the generalized payroll regulations in enterprises | * Students do presentations   - Lecturer teaches and instructs students | -Lecture  - Discussion  - Case Studies | - Observation  - Short form test  -Presentations | **[1]** |

| **4.** | **MAPPING OF LESSON AND COURSE LEARNING OUTCOMES** |
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**Table 3: Mapping of Lesson and Course Learning Outcomes**

| **Lesson Learning Outcomes** | **Course Learning Outcomes** | | | | **Evaluation Component** |
| --- | --- | --- | --- | --- | --- |
| **CLO1** | **CLO2** | **CLO3** | **CLO4** |
| **LLO1.1** | X |  |  |  | A1 |
| **LLO1.2** |  |  |  | X | A1 |
| **LLO2.1** | X |  |  |  | A1,A2, A3 |
| **LLO3.1** |  | X |  |  | A1,A2, A3 |
| **LLO4.1** | X |  |  |  | A1,A2, A3 |
| **LLO4.2** |  |  | X |  | A1,A2, A3 |
| **LLO5.1** | X |  |  |  | A1,A2, A3 |
| **LLO5.2** |  |  | X |  | A1,A2, A3 |
| **LLO6.1** | X |  |  |  | A1,A2, A3 |
| **LLO6.2** |  |  | X |  | A1,A2, A3 |
| **LLO7.1** |  | X |  |  | A1,A2, A3 |
| **LLO7.2** |  |  |  | X | A1,A2 |

| **5.** | **COURSE ASSESSMENT** |
| --- | --- |

**Table 4: Course assessment**

| **Evaluation Component** | **Assessment** | **CLOs** | **Percentage (%)** |
| --- | --- | --- | --- |
| A1. Process | - Participating in lesson construction  - Class exercices | CLO1,CLO2,  CLO3, CLO4 | *30%* |
| A2. Midterm | - Presentations  - Test | CLO1,CLO2, CLO3, CLO4 | *30%* |
| A3. Final | - Essays | CLO1,CLO2, CLO3 | *40%* |

| **6.** | **COURSE REQUIREMENTS AND EXPECTATIONS** |
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- Attendance: Obeying the regulations.

- Students have to read the given study documentation by the lecturer before every lesson on the online learning system (LMS - learn.lhu.edu.vn).

- Students who answer quick questions in class will be given bonus marks for the students' process.

- Finishing given group discussions according to the lecturer's regulations.

| **7.** | **STUDY REFERENCES** |
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**Textbook**

[1] Tran Kim Dung (2019), Quan tri nguon nhan luc, NXB Tai chinh

**References**

[1] [Dang Dinh Dao](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/%C4%90%E1%BA%B7ng%20%C4%90%C3%ACnh%20%C4%90%C3%A0o), [Nguyen Duc Diep](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/Nguy%E1%BB%85n%20%C4%90%E1%BB%A9c%20Di%E1%BB%87p), [Nguyen Thi Dieu Chi](https://lib.lhu.edu.vn/SearchResult/1/0/2/BK/Nguy%E1%BB%85n%20Th%E1%BB%8B%20Di%E1%BB%87u%20Chi)(2020), Quan tri nguon nhan luc logistics o Viet Nam , NXB Dan tri

[2] Hong Duyen (2023), Quan tri nhan su dung ngay tu dau, NXB Dan tri

[3]https://www.quanlynhanuoc.vn/2024/02/22/phat-trien-nguon-nhan-luc-so-cua-doanh-nghiep-viet-nam-trong-boi-canh-moi/

| **8.** | **SOFTWARE OR SUPPORTING EQUIPMENTS FOR PRACTICE** |
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- Internet

- Google Chrome

* **General rules:**

| **Abbreviation** | **Description** |
| --- | --- |
| **PLO/SO** | Program Learning Outcomes/Standard Outcomes |
| **PI** | Performance Indicators |
| **CLO** | Course Learning Outcomes |
| **LLO** | Lesson Learning Outcomes |

| **Head of Major/ Head of Faculty** | Dong Nai, 2024  Responsible lecturer  (sign and write full name)  **Hoang Thi Thanh Chung** |
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