

MINISTRY OF EDUCATION AND TRAINING
LAC HONG UNIVERSITY
COURSE SYLLABUS
<125099 – HUMAN RESOURCE MANAGEMENT>

1. GENERAL INFORMATION

Course name (in Vietnamese):	Quan tri nguon nhan luc
Course name (in English):	Human resource management
Course Code:	125099
Belongs to the knowledge area:	Specialized
Department/Faculty responsible for the course:	Faculty of Administration - International Economics
Instructor in charge:	NCS. Luu Ngoc Liem Email: liemln@lhu.edu.vn
Lecturers involved in teaching:	Ms. Hoang Thi Thanh Chung Email: chunghtt@lhu.edu.vn
Number of credits:	3
Theory:	1
Practice:	1
Exercise:	1
Characteristics of the course:	Mandatory for students in this major.
Prerequisite course:	Management, The Art of Leadership

2. COURSE DESCRIPTION

The Human Resource Management course equips students with knowledge and skills in human resource management. Human resource management is about finding the relationship between the nature of a job and the capabilities of the person performing that job, improving it, and aiming for maximum efficiency for the organization by making the most effective use of its human resources. Therefore, this course helps future managers master the principles, skills, and art of managing human resources – the most valuable resource of a business.

3. Course Learning Outcomes

Table 1: Course Learning Outcomes (CLOs)

Course Learning Outcomes (CLOs)	Content learning outcomes for the course	Bloom domain/Bloom level	PLOs program output standards
CLO1	Analyze recruitment, training, and human resource development activities within an enterprise to identify specific opportunities and threats that influence organizational effectiveness.	Knowledge (4)	PLO2 (PI2.2)
CLO2	Measure the effectiveness of human resource management in an enterprise using information technology and artificial intelligence (AI) tools.	Skills (3)	PLO4 (PI4.1)
CLO3	Show awareness of professional ethics and social responsibility in human resource management practices.	Attitude (2)	PLO8 (PI8.1)

4. COURSE CONTENT AND LESSON PLAN

Table 2: Course content and teaching plan

Week	Lesson/ Chapter	Title of the Lesson/Chapter	Learning Outcomes (LLO)		Work teaching and learning	Teaching methods	Evaluation method	References (*)
1	Chapter 1	Overview of Human Resource Management 1.1 Concept and role of human resource management 1.2 Objectives of Human Resource Management 1.3 Basic Functions of Human Resource Management 1.4 The Responsibilities of Human Resource Management 1.5 Fundamental Principles of Human Resource Management	LLO1.1	Explain the concepts and objectives of human resource management, and the group Functions and responsibilities of human resource management	- In class : The teacher introduces Course content, regulations, learning roadmap. Students listen and ask questions. - Self-study : Read LMS materials and answer short questions.	-Lecture	- Short test	[1]

2	Chapter 2	HUMAN RESOURCE PLANNING 2.1 Concept 2.2 Human Resource Planning Process 2.3 Human Resource Planning Methods	LLO2.1	Implementing human resource planning methods	- In class : the lecturer gives a lecture, and students discuss methods for human resource planning and evaluating the planning process. Self - study : Human resource planning for a business.	- Lecture	-Short-answer Test -Oral Presentation -Essay Examination	[1]
3	Chapter 2	2.4 Analysis of the current state of human resource management 2.5 Monitoring and evaluating the implementation status	LLO2.2	Implement human resource planning accurately.	- In class: The lecturer gives a lecture, and students discuss the analysis of the current state of human	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[2]

					resource management and the examination and evaluation of human resource planning implementatio n. - Self-study: Human resource planning for a business			
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4	Chapter 3	JOB ANALYSIS 3.1 Concept and Significance of Job Analysis 3.2 Information to be collected in job analysis	LLO3.1	Utilize the information gathered during job analysis.	- In class: The teacher lectures, and students discuss the job analysis information. - Self-study : Researching the information that needs to be gathered.	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[1] [2]
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5	Chapter 3	JOB ANALYSIS 3.3 Content and sequence of job analysis 3.4 Methods for collecting job analysis information	LLO3.2	Implement the job analysis procedure.	- In class: The lecturer gives a presentation, and students discuss methods for collecting information for job analysis, as well as the content and sequence of job analysis. - Self-learning : Learn about methods for gathering information.	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[2] [4]
6	Chapter 4	RECRUITMENT ACTIVITIES 4.1 Concept 4.2 Identifying sources for attracting candidates	LLO4.1	Control the source of candidate recruitment.	- In class: The lecturer gives a presentation, and the students discuss the factors that	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[1] [2]

					attract job applicants. - Self-learning : Learn about the sources that attract candidates.			
7	Chapter 4	RECRUITMENT ACTIVITIES (CONTINUED) 4.3 Content and sequence of the recruitment process 4.4 Forms of personnel recruitment	LLO4.2	Follow the steps in the recruitment process.	- In class: The lecturer gives a presentation, and the students discuss the recruitment process. - Self-study: Implement the recruitment process step-by-step.	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[2]
8	Chapter 5	TRAINING AND DEVELOPMENT OF HUMAN RESOURCES	LLO5.1	Implement the training method accurately.	- In class: The teacher gives a lecture, and the students discuss the	- Lecture -Group discussion	-Short-answer Test -Oral Presentation	[1] [4]

		5.1 Purpose of human resource training and development 5.2 Concepts of Human Resource Training and Development 5.3 Training Methods			purpose and methods of training. - Self-study: Implement the training method.		-Essay Examination	
9	Chapter 5	TRAINING AND DEVELOPMENT OF HUMAN RESOURCES (CONTINUED) 5.4 Training process 5.5 Evaluating Training Effectiveness	LLO5.2	Adhere to employee training and development methods and procedures.	- In class: The lecturer gives a presentation, and the students discuss the training process. - Self-study: Implement the training method.	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[1]
10	Chapter 6	EVALUATING WORK PERFORMANCE 6.1 Concepts and Objectives	LLO6.1	Review the content and procedures for evaluating job performance.	- In class: The teacher gives a lecture, and the students discuss and evaluate the	- Lecture -Group discussion	-Short-answer Test -Oral Presentation	[2]

		6.2 Content and implementation sequence			results of their work. - Self-study: Conduct a performance evaluation.		-Essay Examination	
11	Chapter 6	EVALUATING WORK RESULTS (CONTINUED) 6.3 Methods for evaluating job performance 6.4 Improving the effectiveness of employee performance evaluations	LLO 6.2	Implement the correct method for evaluating job performance.	- In class: The teacher gives a lecture, and students discuss methods for evaluating work performance. - Self-learning : Conducting performance evaluations of work results.	- Lecture -Group discussion	-Short-answer Test -Oral Presentation -Essay Examination	[1] [2]

12	Chapter 7	REWARD FOR LABOR 7.1 Concepts and Factors Affecting Wages 7.2 Income Structure 7.3 Objectives of the wage system	LLO7.1	Adhere to the structure Income and objectives of the wage system	- In class: The teacher lectures, and the students discuss the structure. Income and objectives of the wage system - Self-study : Conduct an assessment of the income structure and objectives of the salary system.	- Lecture -Group discussion	--Short-answer Test -Essay Examination	[2] [3]
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13	Chapter 7	REMUNERATION (CONTINUED) 7.4 Forms of Salary Payment 7.5 Content and procedures for constructing a general payroll system in a business.	LLO7.2	Standardizing regulations for constructing a general payroll system in enterprises.	- In class: The lecturer gives a presentation, and the students discuss the regulations for constructing a general payroll system in businesses. - Self-study: Implementing the construction of a general payroll system in businesses.	- Lecture -Group discussion	-Short-answer Test -Essay Examination	[1] [2]
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14	Chapter 8	LABOR RELATIONS 8.1 Trade Union 8.2 Collective Labor Agreement	LLO8.1	Demonstrating the role and functions of trade unions and collective bargaining agreements.	- In class: The lecturer gives a presentation, and the students discuss trade unions and collective bargaining agreements in businesses. - Self-study: Developing a comprehensive payroll system for businesses.	- Lecture -Group discussion	--Short-answer Test -Essay Examination	[1] [2]
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15	Chapter 8	LABOR RELATIONS (NEXT) 8.3 Labor Disputes 8.4 Employee participation in business management	LLO8.2	Resolving labor in disputes businesses.	- In class: The lecturer gives a presentation, and the students discuss labor disputes in businesses. - Self-study: Handling Labor Disputes in Enterprises	- Lecture -Group discussion	-Short-answer Test -Essay Examination	[1] [2]
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4. MAPPING COURSE AND LESSON LEARNING OUTCOMES

Table 3: Mapping of learning outcomes for subjects and lessons

Lesson/ Chapter	Lesson learning outcomes	Reviewers			
		CLO1	CLO2	CLO 3	
Chapter 1	LLO1.1	X			A1
Chapter 2	LLO2.1		X		A2
	LLO2.2		X		A2
Chapter 3	LLO3.1	X			A1, A2, A3
	LLO3.2	X			A1, A2, A3
Chapter 4	LLO4.1		X		A2, A3
	LLO4.2			X	A1, A2, A3
Chapter 5	LLO5.1		X		A2
	LLO5.2			X	A1, A2, A3
Chapter 6	LLO6.1	X			A1, A2, A3
	LLO6.2		X		A2, A3
Chapter 7	LLO7.1			X	A1, A2
	LLO7.2		X		A2, A3
Chapter 8	LLO8.1			X	A1, A2
	LLO8.2	X			A1, A2

Table 4: Course Evaluation

Reviewers	Assessment method	COs	Percentage (%)
A1. Process	- Short test - Join the class	CLO1, CLO3	30%
A2. Midterm	- Short test -Present -Essay	CLO1, CLO2, CLO3	30%
A3. End of term	- Essay exam	CLO1, CLO2, CLO3	40%

6. COURSE REQUIREMENTS AND EXPECTATIONS

- Class attendance: as per school regulations
- Students read and study the course materials provided by the lecturer before each class on the online learning system (LMS - learn.lhu.edu.vn).
- Answering short questions in class will earn you bonus points towards your overall grade.
- Complete all stages of the group assignment according to the schedule given by the teacher.

7. STUDY MATERIALS, REFERENCE MATERIALS

Textbook

[1] Tran Kim Dung, Tran Trong Thuy (2023), Human Resource Management, Finance Publishing House

References

[1] Hong Duyen (2023), Human resource management right from the start, Dan Tri Publishing House

[2] Raymond A. Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright (2024), Human Resource Management in the New Era, Industry and Trade Publishing House

[3] Human Resource Management: Gaining a Competitive Advantage – Raymond Noe et al. (2020, 12th Edition)

[4] Human Resource Management – Sean Valentine et al. (2023, 16th Edition)

8. SOFTWARE OR TOOLS TO ASSIST PRACTICAL TRAINING

- Internet
- Google Chrome

General convention :

Symbol	Describe
PLO/SO	Program learning outcomes
PI	Assessment Index (Intermediate Output Standard)
CLO	Course learning outcomes
LLO	Learning outcomes
Teacher	Teacher
SV	Student

Head of Department/Head of Division

Dong Nai, Date ... Month ... Year 2025
The teacher sets the questions.

Hoang Thi Thanh Chung