

102-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	人力資源管理	Serial No. / ID	1958 / HOB2007
Dept.	餐旅管理學士學位學程	School System / Class	進修學士班2年1班
Lecturer	廖盈嵐	Full or Part-time	兼任
Required / Credit	Required / 3	Graduate Class	No
Time / Place	(三)BCD / B402	Language	Chinese

Introduction
<p>To realize the general knowledge of human resource in tourism and hospitality industry</p> <p>To compare and contrast the differences between Taiwan and international organization</p> <p>To understand how to apply the theory in workplace</p>

Outline
<p>Planning: Establishing goals and standards; developing rules and procedures; developing plans and forecasting.</p> <p>Organizing: Giving each subordinate a specific task; establishing departments; delegating authority to subordinates; establishing channels of authority and communication; coordinating the work of subordinates.</p> <p>Staffing: Deciding what type of people should be hires; recruiting prospective employee; selecting employees; setting performance standards; compensating employees; evaluating performance; counseling employees; training and developing employees.</p> <p>Leading: Getting others to get the job done; maintaining morale; motivating subordinates.</p> <p>Controlling: Setting standards such as sales quotas, quality standards, or production levels; checking to see how actual performance compares with these standards; taking corrective action as needed.</p>

Prerequisite
<p>nil</p>