

## 98-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	人力資源管理	Serial No. / ID	2728 / GEN5501
Dept.	工學院碩士在職專班	School System / Class	碩士在職專班1年1班
Lecturer	葉子明	Full or Part-time	專任
Required / Credit	Optinal / 3	Graduate Class	NO
Time / Place	(一)ABC / H504	Language	Chinese

Introduction
<p>This course consists of five parts. Part one focus on “ Introduction to Human Resource Management and the environment ” . Part two introduce “ Acquiring human resources ” . Part three will learn “ Rewarding human resources ” . Part four “ Developing human resources ” ,and part five ” Labour-mangement relations and promoting safety and health ” .</p>

Outline
<ol style="list-style-type: none"> <li>1.Introduction to HRM</li> <li>2.Equal Opportunity and the Law</li> <li>3.Strategic HRM and the HR Scorecard</li> <li>4.Job analysis</li> <li>5.HR planning and recruiting</li> <li>6.Employee testing and selection</li> <li>7.Interviewing candidates</li> <li>8.Training and Developing Employees</li> <li>9.Performance Management and Appraisal</li> <li>10.Managing Careers</li> <li>11.Collective Bargaining and Employment Relations</li> <li>12.Managing Global Human Resources</li> </ol>

Prerequisite
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