

99-2 Preliminary Syllabus, Da-Yeh Univ

Information			
Title	人力資源管理	Serial No. / ID	2711 / 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"> 1.Introduction to HRM 2.Equal Opportunity and the Law 3.Strategic HRM and the HR Scorecard 4.Job analysis 5.HR planning and recruiting 6.Employee testing and selection 7.Interviewing candidates 8.Training and Developing Employees 9.Performance Management and Appraisal 10.Managing Careers 11.Collective Bargaining and Employment Relations 12.Managing Global Human Resources

Prerequisite
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