朝陽科技大學 098學年度第2學期教學大綱
Human Resource Management 人力資源管理

當期課號	3385	Course Number	3385
授課教師	徐文宗	Instructor	Hsu,Wen Chung
中文課名	人力資源管理	Course Name	Human Resource Management
開課單位	行銷與流通管理系(四進)二A	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	針對人力資源管理基本的內涵及重要性進行講課及討論，並培養學生正確的人力資源管理的觀念與企業實務，深入淺出未來管理趨勢，讓理論與實務皆能兼顧與實際應用。	Objectives	It focuses on the basic and important foundation of Human Resource Management to do a lecture and tutorial. The aim is to educate students have correct concepts of Human Resource Management and real actions in firms, and also provide them the managerial trend in the future. Finally, it needs to be combined theories with practices together and to know how to apply in the real world.
教材	1.人力資源管理<黃同圳>著 2.人力資源管理<林財丁.陳子良>編著 3.人力資源管理<趙必孝審閱 王喻平趙必孝>編譯 4.人力資源管理理論與實務<黃廷合.齊德彰>編著R	Teaching Materials	1.Human Resource Management<黃同圳> 2.Human Resource Management(林財丁.陳子良> 3.Human Resource Management<王喻平趙必孝> 4.Human Resource Management<黃廷合.齊德彰>
成績評量方式	1.出席率:20% 2.作業及參與:20% 3.期中考試:25% 4.期末考試:35%	Grading	1.Attendance:20% 2.Practice & Participation: 20% 3.Mid-term Assignment:25% 4.Final Report:35%
教師網頁			
教學內容	第一週:師生認識.教學大綱與教學進度.成績評量方式.人力資源課程基本概念 第二週:人力資源管理策略性功能 第三週:人力資源管理的法律環境 第四週:工作分析與設計 第五週:人力資源規劃 第六週:員工招募 第七週:員工甄選 第八週:職前講習與員工訓練 第九週:期中考試 第十週:組織發展與員工生涯發展 第十一週:績效評核系統 第十二週:薪酬與福利制度 第十三週:薪資結構 第十四週:獎勵薪資結構 第十五週:員工安全與勞資關係 第十六週:勞資關係 第十七週:中國大陸地區人力資源管理 第十八週:期末考試	Syllabus	Week1:Introdcution,teachin outline and cshedule,grade evaluation method,concepts related to Human Resources Management Week2:Introduction and background of Human Resources Week3:The Legal Environment of Human Resources Management Week4:Job Analysis and Job Design Week5:Human Resources Planning Week6:Recruiting Employees Week7:Selecting Employees Week8:Orientation and Employee Training Week9:Midterm exam Week10:Organizational Development and Career Development Week11:Performance Management Systems Week12:The Organizational Reward Systems Week13:Base Wage and salary Systems Week14:Incentive Pay Systems Week15:Employee Safety and Health Week16:Employee Relations Week17:Human Resources Management in China Week18:Final exam

尊重智慧財產權，請勿非法影印。