朝陽科技大學 099學年度第1學期教學大綱
Human Resources Planning 人力資源規劃

當期課號	1316	Course Number	1316
授課教師	夏光華	Instructor	HSIA,KUANG HUA
中文課名	人力資源規劃	Course Name	Human Resources Planning
開課單位	會計系(四日)二C	Department	
修習別	選修	Required/Elective	Elective
學分數	3	Credits	3
課程目標	1.從人力資源管理相關課題，導入人力之獲得，發展與應用。 2.以實例介紹，融入現階段人力資源之課題，使學生了解理論與實務之關係。 3.讓學生藉由參訪，論述當前人力資源管理工作之內涵與瓶頸。	Objectives	Enhance the human resources fields from recruiting, developing ,and analysing through the lectures and case studies. To compare the differences and relations from the case studies, this course will interview the personnel officers and find out the real issues and problems.
教材	人力資源管理-Byars.Rue.	Teaching Materials	人力資源管理-Byars.Rue.
成績評量方式	1.期中考 40% 2.期末考 40% 3.平常成績20%	Grading	1.Midterm examination 40% 2.Final examination 40% 3.The others 20%
教師網頁			
教學內容	課程將著重管理職能中的一項職能，即任用或(今日我們常稱的)人力資源(HR)或人事管理功能．人力資源管理意指管理工作中對人員或員工所必須執行的政策與實務，包括： 1.進行工作分析(確定每一員工的工作本質) 2.勞力需求規劃，召募合格的人員 3.遴選合格的人員 4.新進員工之導引與訓練 5.薪資管理(制定員工的薪酬制度) 6.提供激勵誘因與福利 7.考核績效 8.溝通(面談，諮詢，維持紀律) 9.訓練與發展 10.建立員工的承諾 此外，一位管理者亦須瞭解下列事項： 1.公平的就業機會與承諾性的行動 2.員工健保與安全 3.處理訴怨與勞工關係	Syllabus	We are goint to focus on one of these functions－the staffing, personnel management, or (as it's usually called today) the human resource management (HRM) function. Human resource management is the process of acquiring, training, appraising, and compensating employees, and attending to their labor relations, health and safety, and fairness concerns. The topics we'll discuss should therefore provide you with the concepts and techniques you need to carry out the "people" or personnel aspects of your management job. These include: 1.Conducting job analyses (determining the nature of each employee's job) 2.Planning labor needs and recruiting job candidates 3.Selecting job candidates 4.Orienting and training new employees 5.Managing wages and salaries (compensating employees) 6.Providing incentives and benefits 7.Appraising performance 8.Communicating (interviewing, counseling, disciplining) 9.Training and developing managers 10.Building employee commitment And what a manager should know about: 1.Equal opportunity and affirmative action 2.Employee health and safety 3.Handling grievances and labor relations

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