

**Kainan University Department of Business Administration and Entrepreneurial  
Management**

Syllabus for Fall 2007

semester (fall/spring) year

Course Code No.	Course Title	Instructor	Subject	Level of Course	Credits	Hours per Week
101020800	<b>Chinese:</b> 人力資源管理	S. C. Shen	<input checked="" type="checkbox"/> <b>required</b> <input type="checkbox"/> <b>elective</b>	Year: Sophomore Class:	3	3
	<b>English:</b> Human Resource Management	<b>Course Prerequisites</b>	Business Management			
<b>Teaching Goals and Content</b>	1. Enable beginners to understand the nature of huamn resource management and its scope. 2. Emphasize on both theory introduction and practices. 3. Equipped students with the ability to find related materials and solve human resource issues occurring at work.					
<b>Teaching Methods</b>	<input checked="" type="checkbox"/> lectures <input type="checkbox"/> practical training <input checked="" type="checkbox"/> discussion <input checked="" type="checkbox"/> question-and-answer <input type="checkbox"/> other (details _____)					
<b>Grading and Evaluation Criteria</b>	midterm <u>35</u> %      final <u>35</u> %      class participation <u>20</u> % other <u>10</u> % (details <u>quizzes</u> _____)					
<b>Textbooks</b>	(author, title, edition, publisher, place of publication, year of publication, pages covered)					
	1. 趙其文著"人力資源管理" 華泰文化公司 2002年初版 2. Robert Bruce Bowin & Don Harvey "Huamn Resource Management" 2 <sup>nd</sup> Prentice Hall, 2004, p.67-p.243					
<b>Course Description (including outline and course schedule):</b>						



辦事員 郭惠姍



WK 1	The Nature of Human Resource Management
WK 2	Human Resource Planning
WK 3	Job Analysis, Job Description and Job Specification
WK 4	Recruiting Human Resources
WK 5	Selecting and Placing Human Resources
WK 6	Adjusting Job Functions of Human Resources
WK 7	Basic Compensation
WK 8	Incentives and Performance-Based Rewards
WK 9	~Mid-term Exam~
WK 10	Employee Benefits and Service
WK 11	The Performance Appraisal Process
WK 12	The Performance Appraisal Process and Management
WK 13	Training and Development Programs
WK 14	Career Planning and Development
WK 15	Managers Training and Development
WK 16	The Leadership Porcess
WK 17	Managing Labor Relations
WK 18	~Final Exam~

Instructions:

- Teachers should fill out this form before the semester begins. After it has been verified by the curriculum committee, the original should be given to the office of curriculum planning and a copy to the head of the department to which the course belongs. In addition, the teacher should explain this syllabus to students at the beginning of a semester.
- This form was approved by the curriculum committee on April 23, 2002.

Jyh-Liang Vincent Guan

signature of the convener of the curriculum committee

Shun-Chih Shen

signature of the teacher

