



<b>Course Category</b>	Business			
<b>Course Title</b>	Introduction to Human Resources Management			
<b>Course Code</b>	BS083			
<b>Medium of Instruction</b>	Cantonese			
<b>Duration</b>	24.0 hour(s)			
<b>Course Fee</b>	Macao Resident: MOP1,800 Non-Macao Resident: MOP1,800			
<b>Certificate</b>	Students who have obtained an overall passing grade of the course and met the attendance requirement will be issued a course certificate by UTM. The passing grade of the course is 50.			
	Course Code	Sub Code	Course Start Date	Course End Date
	BS083	2402	2024/03/25	2024/04/22
<b>Objective</b>	This course covers a wide range of basic human resources related issues and skills including human resources planning, recruitment, selection, orientation, training, assessment and so on. All of these topics could help students to gain a better understanding of the human resources operations.			
<b>Outline</b>	1.Why the HRM is important? 2.The procedures of HRM 3.Planning 4.Recruitment 5.Selection 6.Orientation 7.Employee Training 8.Assessment 9.Staffing 10.HR Development 11.Compensation and Benefits 12.Safety and Health 13.Employee and Labor Relations 14.HRM Studies 15.Interchange of HRM Functions 16.External Environment 17.The trends of the reconstruction of HRM 18.Strategic HRM 19.The structures of HRM			
<b>Teacher</b>	Please refer to the schedule			