National Taiwan Normal University Online Course Teaching Plan

Instructions: According to **Article 6 of the Implementation Regulations Regarding Distance Learning by Universities**, Departments/Programs offering distance learning courses, shall present a course plan and submit it for approval by the university-level academic affairs committee. The course plan referred to in the preceding paragraph shall set forth learning objectives, the target student group, a course outline, teaching methods, interactive student-teacher discussion, grading and course requirements. The course plan shall be posted on the Internet.

1. **Chinese Course Name:** 人力資源管理
2. **English Course Name: Human Resource Management**
3. **Course start date: Spring (Fall, Spring, or Summer) semester of 2025 (yyyy)**
4. **Course review submission record(■ if applicable):**
   ■（1）**It is a new online course or an existing face-to-face course switching to online course in this semester**
   　　　(University's Course Committee approval in the Fall semester of 2024)
   □（2）**It is an existing online course; the latest University's Course Committee approval was in the ＿＿ semester of ＿＿ (academic year)**
   　　□（2.1）**The 5-year validity period has expired; a new application is required.**
   　　□（2.2）**In case of a major change in the original approved course or if the revision ratio exceeds 30%, reapplication is required.**
5. **Basic Course Information (■ if applicable)**

(1)	Instructor Name & Title	Hung-Yue Suen & Associate Professor/ 孫弘岳副教授
(2)	Instructor Sources	■Appointed by Departments　□Appointed by General Education Center □Both of Above　□Others:
(3)	College/Department/Center	Technology Application and Human Resource Development
(4)	School System	■Undergraduate Program　　□Master's Program □BA/MA Joint Course　　□MA/PhD Joint Course □PhD Program　　□Continuing Education Master's Program
(5)	Program Type	■Full-time Program　　□Part-time Program　□Others:
(6)	Course Type	■Common Courses　　□General Courses　□School Required Courses □Professional Courses　　□Educational Courses　□Other:
(7)	Required Courses	□University-required　□College-required　□Graduate Institute-required ■Department-required　□Others:
(8)	Course Duration	■One Semester (half year)　□Two Semesters (one year)　□Others:
(9)	Required/Elective Course	■Required　□Elective　□Others:
(10)	Course Credits	3

(11)	Average of Face-to-Face Teaching Hours Per Week	0.9375 hour(s)/week (Divide the total "face-to-face teaching" hours, including the hours of face-to-face teaching and synchronous teaching, by the total number of course weeks.)	
(12)	Number of Classes	1	
(13)	Estimated Total Number of Students	30	
(14)	EMI Courses	■Yes □No	

(15)	Type of Cooperation with Domestic/Foreign Universities (omit if inapplicable)	1. Cooperative University:_____; Department/Institute: _____
		   Instructor Name:_____; Course Name: _____; Number of Students:_____
		2. □Partner University □Dual-Degree Program □Global Virtual Classroom Course
		   □Others: _____	

(16)	Course Platform Website (asynchronous teaching is required)	NTNU online learning platform: https://moodle.ntnu.edu.tw/	
(17)	Syllabus Website	http://courseap.itc.ntnu.edu.tw/acadmOpenCourse/index.jsp	

6. Course Teaching Design and Implementation Method

(1)	Course Goals	Based on the Exam Content Outline from the American HR Certification Institute (HRCI), students are taught the operational standards of international human resource management. In addition, we provide assistance to students aiming to pass the Associate Professional in Human Resources - International (aPHRi) certification from HRCI.
(2)	Target Student Group	For undergraduate students who aspire to work in human resources at multinational corporations or international organizations.
(3)	Prerequisite(s)	Possess basic reading skills, calculation skills, and organizational and analytical abilities.

(4) Course Content Outline:

Week	Topics (If there are multiple instructors, please specify instructor names in each week)	Learning Objectives (From the perspective of students)	Teaching Interactive Design (Multiple choices allowed)	Testing/Evaluation Activities (Multiple choices allowed. Choose "None" if not designed for the week.)	Face-to-Face Teaching	Distance learning	
						Synchronous	Asynchronous
1	Introduction to Human Resources and the Global HR Certification	1. Understand what the work of human resource management involves. 2. Understand the knowledge system of human resources.	□Topic discussion □Group discussion □Peer review ■Instructor feedback □Others:_____	□Tests □Assignments □_____ exam □_____ report □Others:_____		3	

2

			3. Understand the certification and examination regulations of the HR Certification Institute (HRCI)		■None			
	2	Organization and Jobs	1. Understand the role and impact of HR in a business environment, and how HR strategies align with business goals. 2. Learn the process and importance of job analysis, understand job design techniques, and apply this knowledge in HR decisions.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3
	3	Communication and HR Information System (HRIS)	1. Understand the importance of effective communication in HR, learn different communication styles and techniques, and develop conflict resolution skills. 2. Understand the role of information management in HR, learn about HR Information Systems (HRIS), and understand data privacy and security issues in HR.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3
	4	Workforce Planning and Recruitment	1. Understand the entire hiring process, including regulatory requirements, sourcing of applicants, and onboarding of a new hire, to ensure effective and compliant recruitment practices. 2. Gain a deep	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3

				understanding of workforce planning strategies and techniques, and learn how to align these with the overall business goals to ensure organizational success.					
	5	Workforce and Personnel Selection	1. Understand the principles and techniques of personnel selection, including developing and using selection tests, interviews, and assessment centers. 2. Learn about the importance of reliability and validity in personnel assessment and selection processes, and understand how to evaluate and improve the psychometric properties of selection tools to ensure accurate and fair decision-making.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3
	6	Pay Structure and Design	1. Understand the key components of a pay structure, and learn how to design and implement pay structures that are equitable, motivating, and aligned with the organization's strategic goals. 2. Gain knowledge about job evaluation methods and pay grading, and understand how to manage pay progression	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3

			within the structure to ensure fairness and competitiveness.					
	7	Incentives and Benefit	1. Understand the role of incentives in employee motivation and retention, and learn how to design effective incentive programs that align with organizational goals. 2. Gain knowledge about various benefits (health, retirement, work-life), and understand the regulatory aspects of benefit programs.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3
	8	Midterm Exam	Review and understand the basic concepts and principles of HR Operations, Recruitment and Selection, and Compensation and Benefits through tests.	☐Topic discussion ☐Group discussion ☐Peer review ■Instructor feedback ☐Others: _____	☐Tests ☐Assignments ■Online Mock exam ☐_____ report ☐Others:_____ ☐None			3
	9	Performance Management	1. Understand the purpose and process of performance management, and learn how to design and implement effective performance management systems that align with organizational goals and motivate employees. 2. Gain knowledge about various performance appraisal methods, and learn how to provide constructive feedback and manage performance	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3

			No.	Topic	Content	Teaching Methods	Assessment Methods			Hours
					3. Understand the role of performance management in career development and succession planning.					
			10	Training and Development	1. Understand the role of training and development in enhancing employee skills and organizational performance. Learn how to assess training needs, and design and implement effective training programs. 2. Gain knowledge about various training methods and adult learning principles. Understand how to evaluate the effectiveness of training and development initiatives, and learn about the role of continuous learning in career development and organizational success.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3
			11	Employee Relations, Health, and Safety	1. Understand the strategies and practices for employee retention. Learn how to create a positive work environment that encourages employee engagement and reduces turnover. 2. Gain knowledge about the process of employee separation, including voluntary and involuntary separations.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	■Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ☐None			3

			3. Understand the legal and ethical considerations in employee separation, and learn how to manage the process in a way that minimizes disruption and maintains a positive employer brand. 4. Understand the importance of health, safety, and security in the workplace. Learn about the legal and regulatory environment, and how to develop policies and procedures to ensure a safe and healthy work				
	12	Workshop I	Understand the various roles, job responsibilities, skill requirements, and career planning preparations for becoming an HR professional in a multinational company.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ■Feedback report ■Others: Attendance for workshops ☐None	3	
	13	Workshop II	Understand the job responsibilities and functions of electronic HR in an in-house HR department and a consulting company, including roles such as HRIS implementation consultant and project manager.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ■Feedback report ■Others: Attendance for workshops ☐None	3	
	14	Workshop III (Online)	1. Understand the key components of a LinkedIn profile and how to set up an account. 2. Learn strategies for	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ■Feedback report ■Others: Attendance		3

			leveraging LinkedIn for HR functions, such as sourcing candidates, promoting company culture, and staying updated with HR trends and best practices. 3. Learn how to leverage LinkedIn to strengthen personal branding and visibility in the global talent market. 4. Understand how to effectively showcase skills, experiences, and insights to enhance professional reputation and attract opportunities in the global HR field.		for workshops ☐None			
	15	Final and aPHRi exam preparation	1. Understand learning progress and confirm knowledge construction. 2. Review and integrate the knowledge learned last semester through interactive Q&A sessions between students and teachers.	■Topic discussion ☐Group discussion ☐Peer review ☐Instructor feedback ☐Others:_____	☐Tests ☐Assignments ☐_____ exam ☐_____ report ☐Others:_____ ■None	3	
	16	Final Exam	Enhance understanding of the five key HR functional areas: HR Operations, Recruitment and Selection, Compensation and Benefits, Human Resource Development and Retention, and Employee Relations, Health, and Safety.	☐Topic discussion ☐Group discussion ☐Peer review ■Instructor feedback ☐Others: _____	☐Tests ☐Assignments ■Online Mock exam ☐_____ report ☐Others:_____ ☐None	3	
(5)	Teaching Methods	(■ if included; multiple choices allowed) ■ 1. Provide primary and supplementary materials for online courses ■ 2. Provide face-to-face teaching, number: 2 time(s), total hour(s): 6 hour(s)						

		■ 3. Provide synchronous teaching, number: 3 time(s), total hour(s): 9 hour(s)
		■ 4. Provide asynchronous teaching, number: 11 time(s), total hour(s): 33 hour(s)
		■ 5. Provide topic discussion activities
		■ 6. Provide cooperative learning activities between students
		■ 7. Mutual learning through students' works
		■ 8. Others: (Online Mock Exam for the global HR certification)
(6)	Learning Management System (moodle)	Which moodle functions are used in this course? (■ if included; multiple choices allowed) Note: For teachers and students from domestic or foreign universities who are participating in joint programs that require access to Moodle, please have the course instructor contact the platform manager at extensions 5673 or 5579. E-mail: elearn@ntnu.edu.tw ■ 1. Personal data ■ 2. Course information ■ 3. Latest News release & browse ■ 4. Course materials viewing & download ■ 5. Grade system management & inquiry (omit if inapplicable) ■ 6. Perform online testing (omit if inapplicable) ■ 7. Learning information ■ 8. Interactive learning design (chat room or discussion area) ☐ 9. Other related functions: (please specify)
(7)	Public Information about Interactive Teaching	Instructor Profile and Published Works: https://scholar.lib.ntnu.edu.tw/en/persons/hung-yue-suen
		Instructor E-mail: collin.suen@ntnu.edu.tw
		Online Office Hours (at least 1 hour per week): 1630-1730 (Mon)
		Teaching Assistant's Name/E-mail (omit if inapplicable): christine.chg.twn@gmail.com
		Others(omit if inapplicable):
(8)	Course Material Production	(■ if included; multiple choices allowed) ■ 1. Provide appropriate reminders of key points ■ 2. Provide teaching-related examples ■ 3. Provide teaching-related exercises and reflective activities ■ 4. Provide supplementary teaching materials or online resources

		■ 5. Provide instructions for self-directed learning
		■ 6. Learning objectives are consistent with course goals
		■ 7. Others: This course's curriculum has been approved and aligned with the body of knowledge created by the HR Certification Institute (HRCI) in the U.S. for the Associate Professional in Human Resources International (aPHRi).
(9)	Assignment Submission Method	(■ if included; multiple choices allowed) ■ 1. Provide online assignment content description ■ 2. Assignment file upload and download □ 3. Others:

(10)	Assessment	※ **To comply with the spirit of online course design, please understand and agree to the contents of the following 3 items, and provide detailed description:**
		■ 1. The course can provide evaluation results and feedback for each learning evaluation
		■ 2. The evaluation has taken the students online learning history and participation level into account
		■ 3. The percentage of each score is explained in detail below:
		    (Evaluation methods, and their total score percentage)
		    (1) Class Test Online (25%)
		    (2) Midterm Online Exam (25%)
		    (3) Final Online Exam (35%)
		    (4) Attendance for workshops (15%)

(11)	Precautions for Class:	This course is primarily conducted through the instructor's digital avatar combined with asynchronous pre-recorded video materials. It is also accompanied by a real-time Q&A GPT, serving as a digital teaching assistant for students. Therefore, students must register for a ChatGPT account.
(12)		**Observe intellectual property rights in the creation of course content.** ※ Pay attention to any infringement of copyright or other rights in the creation of relevant teaching content. ※ If the copyright for any part of the teaching content is owned by others and authorization has been obtained from the rights holder, please indicate the source of the material.