

THE EDUCATION UNIVERSITY OF HONG KONG

Course Outline

Part I

Programme Title:	Bachelor of Education (Honours) (Secondary) (Five-year Full-time); All undergraduate Programmes
Programme QF Level :	5
Course Title :	Management and Human Resources Development
Course Code :	BUS1022
Department :	Social Sciences
Credit Points :	3
Contact Hours :	39
Pre-requisite(s) :	Nil
Medium of Instruction:	English
Course Level :	1

Part II

The University's Graduate Attributes and seven Generic Intended Learning Outcomes (GILOs) represent the attributes of ideal EdUHK graduates and their expected qualities respectively. Learning outcomes work coherently at the University (GILOs), programme (Programme Intended Learning Outcomes) and course (Course Intended Learning Outcomes) levels to achieve the goal of nurturing students with important graduate attributes.

In gist, the Graduate Attributes for Undergraduate, Taught Postgraduate and Research Postgraduate students consist of the following three domains (i.e. in short "PEER & I"):

- Professional Excellence;
- Ethical Responsibility; &
- Innovation.

The descriptors under these three domains are different for the three groups of students in order to reflect the respective level of Graduate Attributes.

The seven GILOs are:

1. Problem Solving Skills
2. Critical Thinking Skills
3. Creative Thinking Skills
- 4a. Oral Communication Skills
- 4b. Written Communication Skills
5. Social Interaction Skills
6. Ethical Decision Making
7. Global Perspectives

1. Course Synopsis

This course provides opportunities for students to explore the major concepts, principles, functions of management and human resources development. Special attention will be given to contemporary management issues such as management of innovation and organizational changes. Acquisition and development of human capital in organizations of the digital economy is also analysed. Ethical and global issues concerning human capital development are critically examined.

2. Course Intended Learning Outcomes (CILOs)

Upon completion of this course, students will be able to:

- CILO₁: Acquire major concepts, principles and skills for effective management and leadership styles.
- CILO₂: Explain the functions of management and key roles of human resources management and development.
- CILO₃: Examine the skills in managing innovation and changes.
- CILO₄: Apply human resources management and development concepts for acquisition and development of competencies in digital economy.
- CILO₅: Discuss ethical and global issues of human resources management and development critically.

3. Content, CILOs and Teaching & Learning Activities

Course Content	CILOs	Suggested Teaching & Learning Activities
Define the roles of management functions and skills for running an organization (including motivation, groups and teams, and decision making). Selection and application of effective leadership styles.	CILO _{1,2}	Lecture, case studies, simulated games and group discussion
Explore the challenges and the skills in managing innovation and changes	CILO _{1,2,3}	Lecture, debate, group discussion and case studies
The functions and roles of human resources management in the development of business.	CILO _{2,3}	Lecture, guest talks and project
Global and local human capital recruitment and development strategies (including need analysis and evaluation in human resources development).	CILO _{4,5}	Lecture, guest talks, web search and project
Issues in ethical and global issues in human resources management and development: Workplace diversity and multicultural management. Work-life balance vs Work-life integration for millennial employees.	CILO _{3,4,5}	Lecture and business forums

4. Assessment

Assessment Tasks	Weighting (%)	CILO
(a) A self-reflection on application of management functions and leadership skills in a school function or social activity. (Individual work) (1500 words)	40%	CILO _{1,2,3}
(b) An evaluation of human capital acquisition and development policies and strategies of an organization. (Group Project) (2000 - 2500 words)	50%	CILO _{4,5}
(c) Participation in class activities (including case study discussions, presentations, and online activities)	10%	CILO _{1,2,3,4,5}

5. Required Text(s)

Cascio, W. (2018). *Managing human resources* (11th ed.). New York: McGraw Hill.
Robbins, S.P. (2018). *Management* (14th ed.). Harlow: Pearson.

6. Recommended Readings

Browaays, M.J. & Price, R. (2015). *Understanding cross-cultural management* (3rd ed.). Edinburgh Gate, Harlow: Pearson.
Carbonara, S. (2012). *Manager's guide to employee engagement*. New York: McGraw Hill.
Chee, P. & Rothwell, W. (2012). *Becoming an effective mentoring leader: Proven strategies for building excellence in your organisation*. New York: McGraw Hill.
Daft, R.L. (2008). *Management* (8thed.). Mason, Ohio: Thomson Learning/South-Western.
Drucker, P.F. & Maciariello, J.A. (2008). *Management* (Revised ed.). Oxford: Butterworth-Heinemann.
Edwards, T. & Rees, C. (2016). *International human resource management: Globalisation, national systems and multinational companies* (3rd ed.). Edinburgh Gate, Harlow: Pearson.
Lussier, R. (2018). *Human relations in organisations: Application and skill building* (11th ed.). New York: McGraw Hill.
Murphy, M. (2011). *Hiring for attitude: A revolutionary approach to recruitment and selecting people with both tremendous skills and superb attitude*. New York: McGraw Hill.
Rothwell, W. J. (2008). *Adult learning basics*. Alexandria: ASTD Press.
閔建蜀 (2000)：《易經的領導智慧》，香港，中文大學出版社。
道格·藍尼克、佛瑞德·基爾 (2012)：《正義的前身：道德》，台灣，人類智庫。
約翰·麥斯威爾 (2008)：《領導的黃金法則》，台灣，天下遠見出版股份有限公司。

7. Related Web Resources

American Society for Training and Development	http://www.astd.org
Hong Kong Institute of Human Resource Management	http://www.hkihrm.org
International Management Journals	http://www.managementjournals.com
The Academy of Management	http://www.aomonline.org
About Management	http://management.about.com/
Thinking Managers	http://www.thinkingmanagers.com
Management Stories	http://www.secretsofsuccess.com

8. Related Journals

Harvard Business Review
Human Resource Development Quarterly
International Journal of Vocational Education and Training
International Journal of Applied Management
Journal of International Business
Journal of Management

9. Academic Honesty

The University adopts a zero tolerance policy to plagiarism. For the University's policy on plagiarism, please refer to the *Policy on Academic Honesty, Responsibility and Integrity with Specific Reference to the Avoidance of Plagiarism by Students* (<https://www.eduhk.hk/re/modules/downloads/visit.php?cid=9&lid=89>). Students should familiarize themselves with the Policy.

10. Others

Nil

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