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

<table>
<thead>
<tr>
<th>Course Content</th>
<th>CILOs</th>
<th>Suggested Teaching &amp; Learning Activities</th>
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<tbody>
<tr>
<td>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.</td>
<td>CILO1,2</td>
<td>Lecture, case studies, simulated games and group discussion</td>
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<tr>
<td>Explore the challenges and the skills in managing innovation and changes</td>
<td>CILO1,2,3</td>
<td>Lecture, debate, group discussion and case studies</td>
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<tr>
<td>The functions and roles of human resources management in the development of business.</td>
<td>CILO2,3</td>
<td>Lecture, guest talks and project</td>
</tr>
<tr>
<td>Global and local human capital recruitment and development strategies (including need analysis and evaluation in human resources development).</td>
<td>CILO4,5</td>
<td>Lecture, guest talks, web search and project</td>
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<tr>
<td>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.</td>
<td>CILO3,4,5</td>
<td>Lecture and business forums</td>
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4. Assessment

<table>
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<tr>
<th>Assessment Tasks</th>
<th>Weighting (%)</th>
<th>CILO</th>
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<tbody>
<tr>
<td>(a) A self-reflection on application of management functions and leadership skills in a school function or social activity. (Individual work) (1500 words)</td>
<td>40%</td>
<td>CILO1,2,3</td>
</tr>
<tr>
<td>(b) An evaluation of human capital acquisition and development policies and strategies of an organization. (Group Project) (2000 - 2500 words)</td>
<td>50%</td>
<td>CILO4,5</td>
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<tr>
<td>(c) Participation in class activities (including case study discussions, presentations, and online activities)</td>
<td>10%</td>
<td>CILO1,2,3,4,5</td>
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5. Required Text(s)

6. Recommended Readings
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

   Sep 2019