

## **COURSE DESCRIPTIONS 科目簡介**

### **COURSES FOR 4-YEAR UNDERGRADUATE PROGRAMMES**

#### **HRM2200 Human Resource Planning and Staffing (3 credits)**

This course introduces students to fundamental concepts of human resource planning, and provides them with an understanding of the wide range of staffing activities within both commercial and industrial organisations. This course develops students' abilities to analyse and integrate the complex social, cultural and organisational factors influencing human resource planning and staffing in the Hong Kong context. The course will examine the process of human resource planning, linking human resource planning with strategic planning, job analysis and job design, recruitment and selection of employees. Ethical issues such as discrimination and equal opportunities are discussed under the topics of job advertisement, selection and staff movement.

#### **HRM2203 Introduction to Human Resource Management (3 credits)**

(Restriction(s): This course is not open to students who are doing a major or minor in Human Resource Management)

The course introduces students to fundamental concepts of human resource management, and provides them with an understanding of the wide range of human resource activities within both commercial and industrial organisations. The course will examine the major human resource management functions and activities of the business organisations in the Hong Kong context.

#### **HRM3201 Performance and Compensation Management (3 credits)**

(Prerequisite: BUS2202 Organisational Behaviour or other relevant course approved by the Head of the Department of Management)

This course familiarises students with the concepts of compensation management within the wider context of human resource management. It provides students with an understanding of the reward management process which includes pay survey, job evaluation, and the design of pay structure. Students will acquire basic data management techniques and recognize what are the factors that determine the pay levels and benefits of employees in the job market. Students will be aware of the problems related to performance management system and be able to give suggestions for improvement. The ethical concept of equal opportunity in compensation and performance management will be emphasised throughout the course.

#### **HRM3202 Training and Development (3 credits)**

(Prerequisite: BUS2202 Organisational Behaviour or other relevant course approved by the Head of the Department of Management.)

This course provides students with knowledge of the nature of the training and development function within organization and to facilitate students to perform an active role in the maximum utilisation of an organisation's most valuable resource – its people. Topics to be explored include: managing the training and development department, systematic approaches to develop training programmes, employee development and the future of human resource development. Ethical issues such as discrimination and equal opportunity are discussed throughout the course.

#### **HRM3250 Enhancing Employability and Career Development (3 credits)**

(deleted from 2017-18)

Employers in Hong Kong and the west have expressed considerable dissatisfaction with the general level of preparedness of prospective entry-level employees. This course seeks to develop the employability of students and to help them embark on successful careers. Employability includes the ability to gain initial employment, to maintain employment, to obtain new employment if required, with appropriate level of quality. This course seeks also to enable students to make and implement realistic and well

informed career choices. Students are expected to appreciate the importance of associated work ethics.

### **HRM3352 Leadership and Teamwork (3 credits)**

This course investigates the issues of developing effective leadership and teamwork within organizations critical for their success: major ways to develop leadership; the nature of team and productive teamwork; the stages of team development; complexities of team processes and leadership in managing team performance, including communication, decision-making, conflict management, and team creativity; the nature of experiential learning and service-learning.

### **HRM3353 Quality and People (3 credits)**

The course introduces to students the importance of people in managing business for quality. It also provides students with the basic concepts and practices of quality management and explores the need for managing business with a quality-oriented approach. The course will make use of a lot of current examples from organisations in both Hong Kong and overseas in expounding the importance of people in managing business for quality.

### **HRM3356 Japanese Management (3 credits)**

The course broadens students' perspectives by studying Japanese management which is rather different from the Western system. This elective is designed to develop student's understanding of the myth of Japanese human resources management practices. Students will be exposed to a number of conceptual and theoretical issues, before critically examining the actual patterns of Japanese management practices. By the end of the course, students should be equipped with the necessary knowledge to explain the patterns of employment practices in contemporary Japan, understand their interaction and change over time, and appreciate how Japanese organisations manage their employment relations. The concept of ethical leadership, uses and abuses of corporate power in Japanese society and corporations will be emphasised.

### **HRM4350 Industrial Relations (from Term 2, 2019-20)/**

**Industrial Relations in Hong Kong (in Term 1, 2019-20 or before)**

**(3 credits)**

This course aims to provide students with an understanding of contemporary theories and concepts about of industrial relations, and with comparative insights into the various practices and arrangements that can be adopted for industrial relations in different jurisdictions. The course also aims to familiarise students with the human resource processes and legal requirements necessary to create a positive legal-personnel system within employing organisations. The course will provide frameworks that will guide examination of the industrial relations environment, of the roles of Government, employers' associations and unions in industrial relations, of industrial conflicts and of the influence of the law on human resources management. No prior academic knowledge of legal aspects of business is required.

### **HRM4351 Management of Innovation and Change (3 credits)**

(Prerequisite: BUS2202 Organisational Behaviour)

This course provides students with principles for understanding, diagnosing and implementing organisational change and innovation. This includes examination of change agent abilities, along with the context, the process and the implementation choices of change. The course also examines the strategic role of leadership and people management skills in creating climates of creativity that are suitable for the implementation of change and innovation strategies.

**HRM4355 Current Issues in Organisations (3 credits)**

The course is a free elective designed to focus on a selection of current organisational issues that are not covered in depth on other courses, such as emotional intelligence, psychological contracts, organisational citizenship, corporate citizenship, downsizing, and benchmarking. By nature, current organisational issues are subject to change and areas may be added or subtracted according to circumstances. No prior knowledge of organisational behaviour is required. Necessary background will be provided as topics are introduced.

**HRM4358 Work and Organisation (3 credits)**

(Prerequisite: BUS2202 Organisational Behaviour; or PSY3102 Exploring Psychology in Western and Chinese Cultures; or PSY3205 Social Psychology)

When entering the realm of work and organisation, people often hope to be given instant recipes for personal and organisational success, and quickly become disillusioned when simple and specific answers and advice are not forthcoming. This course focuses on two perspectives – the nature of work in organisational contexts, and the social and systemic characteristics of organisations. Students will become familiar with the nature of work within two major job categories – blue-collar work (e.g. manual labour) and white-collar work (e.g. managerial/administrative, marketing/sales) – and with experiences of workers in different occupations. It aims at providing an understanding of organisations through in-depth analysis of topics such as knowledge work and knowledge management, roles and identities, gender and work, control and resistance, emotions in organisations, and relating to authority.

**HRM4399 Special Topics in Human Resource Management (3 credits)**

This course covers special topics in human resource management which are deemed important but are not currently addressed in courses in the human resource management programme. The course will examine the human resources management practices of work rules and schedules, career transitions and career development, employee protection and representations, safety and health management, international human resources management and the future of human resources management.