

Subject Description Form

Subject Code	MM2021
Subject Title	Management & Organisation
Credit Value	3
Level	2
Normal Duration	1-semester
Pre-requisite/ Co-requisite/ Exclusion	Exclusion: People and Management (MM2191) or equivalent
Role and Purposes	This subject contributes to the achievement of the BBA (Hons) Programme Outcomes by enabling students with an understanding of management functions, group and individual dynamics within organisations and to apply such concepts to analyse and solve problems in business situations. The subject also provides students with knowledge and skills in leadership, teamwork, and decision making. In addition, it prepares students on how to analyse and resolve ethical issues in various business settings.
Subject Learning Outcomes	Upon completion of the subject, students will be able to: <ul style="list-style-type: none"> a. explain the nature of managerial work in a variety of forms of organisations, and analyse the impact of the external environments, both domestic and global, on managers' jobs; b. explain and analyze the functions of management in organisations, i.e. planning, organising, leading, and controlling; (BBA Outcome 9) c. apply the essence of human behavior in teamwork, leadership, and decision making and evaluate the implications for the management of organisations; d. analyse and compare the arguments surrounding social responsibility and ethical behavior in organisations and businesses. (BBA Outcome 4)
Subject Synopsis/ Indicative Syllabus	<p>Management Functions</p> <p>The major elements of the management functions: planning, organising, leading, and controlling, and their importance for the effective management of business organisations.</p> <p>Planning</p> <p>Foundations of planning. Decision making and problem solving. Global business environment. Strategic management.</p> <p>Organising an Enterprise</p> <p>Review of a variety of organisational structures and the identification of the conditions under which they are appropriate. Managerial communication and information technology. Staffing and human resource management.</p> <p>Leading</p> <p>The manager's role as a leader. Foundations of human behaviour. Leading and motivating employees – individuals and groups.</p> <p>Controlling</p>

	<p>Foundations of control. Operations and quality management. Controlling for organisational performance.</p> <p>Social Responsibility and Managerial Ethics</p> <p>Arguments for and against social responsibility as a business objective. Factors affecting managerial ethics. Approaches to improving ethical behaviour.</p>																																														
<p>Teaching/Learning Methodology</p>	<p>The two-hour weekly lecture will be structured to guide and promote students' understanding of relevant management and organisation concepts. In addition, there will be one tutorial of one hour per week. The tutorials will adopt a student of centred approach, including case study, in-class exercises, newspaper and professional articles for discussion and team-presentation.</p>																																														
<p>Assessment Methods in Alignment with Intended Learning Outcomes</p>	<table border="1" data-bbox="400 600 1477 1081"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="4">Intended subject learning outcomes to be assessed (Please tick as appropriate)</th> </tr> <tr> <th>a</th> <th>b</th> <th>c</th> <th>d</th> </tr> </thead> <tbody> <tr> <td>Continuous Assessment</td> <td>50%</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1. Individual Work</td> <td>20%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>2. Group Project</td> <td>15%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>3. Participation</td> <td>15%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Examination</td> <td>50%</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Total</td> <td>100 %</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>*Weighting of assessment methods/tasks in continuous assessment may be different, subject to each subject lecturer.</i></p> <p>To pass this subject, students are required to obtain Grade D or above in <u>BOTH</u> the Continuous Assessment and Examination components.</p> <p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes: the various methods are designed to ensure that all students taking this subject –</p> <ul style="list-style-type: none"> ▪ Read the key chapters of the recommended textbooks and indicative journals in subject outline; ▪ Demonstrate the basic understanding of management functions which are presented in the lectures; ▪ Analyse business situations and problems in contemporary business settings; ▪ Identity teamwork, leadership and decision making process in the business environment; ▪ Discuss the ethical issues arising from the cases and other questions; ▪ Participate in in-class exercises, case study, professional articles or discussion question to be presented in the lectures. <p>Feedback is given to students immediately following the presentations and all students are invited to join this discussion.</p>	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				a	b	c	d	Continuous Assessment	50%					1. Individual Work	20%	✓	✓	✓	✓	2. Group Project	15%	✓	✓	✓	✓	3. Participation	15%	✓	✓	✓	✓	Examination	50%	✓	✓	✓	✓	Total	100 %				
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Student Study Effort Expected	Class contact:	
	▪ Lectures	26 Hrs.
	▪ Tutorials	13 Hrs.
	Other student study effort:	
	▪ Preparation for lectures/ seminars	39 Hrs.
	▪ Preparation for individual work/ group project/ examination	39 Hrs.
	Total student study effort	117Hrs.
Reading List and References	<p><u>Recommended Textbooks</u></p> <p>Stephen P. Robbins & Mary Coulter, <i>Management</i>, Prentice Hall, 14th edition, 2017.</p> <p>Jones & George, <i>Essentials of Contemporary Management</i>, 3rd edition; McGraw Hill, 2009.</p> <p>Daft, R.L., <i>New Era of Management</i>, 9th edition; South-Western Cengage learning, 2009.</p> <p>Bateman & Snell, <i>Management – Leading & Collaborating in the Competitive World</i>, 8th edition, McGraw-Hill, 2009.</p> <p><u>Reference Textbooks</u></p> <p>Hill & McShane, <i>Principles of Management</i>, 1st edition, McGraw Hill, 2008.</p> <p>Kinicki & Williams, <i>Management</i>, 3rd edition, McGraw Hill, 2008.</p> <p>DuBrin, <i>Essentials of Management</i>, 8th edition. South-Western Publishing, 2009.</p> <p>Daft & Marcic, <i>Understanding Management</i>, 6th edition, South-Western Publishing, 2009.</p> <p>Kreitner, <i>Management</i>, 11th edition, South-Western Publishing, 2009.</p> <p>Lussier, <i>Management Fundamentals</i>, 4th edition, South-Western Publishing, 2009.</p> <p>Hitt, Black, Porter, <i>Management</i>, 2nd edition, Prentice-Hall, 2009.</p> <p><u>Indicative Periodicals & Newspapers Readings</u></p> <p>Company Annual Reports</p> <p>The Asian Wall Street Journal</p> <p>The Economist</p> <p>South China Morning Post</p> <p>Business Week</p> <p><u>Indicative Journal Readings</u></p> <p>Academy of Management Journal</p> <p>Academy of Management Review</p> <p>Asia Pacific Journal of Management</p> <p>Journal of Management</p> <p>Journal of Organizational Behavior</p> <p>Human Relations</p>	