## Subject Description Form

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>MM2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Title</td>
<td>Management and Organisation</td>
</tr>
<tr>
<td>Credit Value</td>
<td>3</td>
</tr>
<tr>
<td>Level</td>
<td>2</td>
</tr>
<tr>
<td>Pre-requisite/ Co-requisite</td>
<td>Nil</td>
</tr>
<tr>
<td>Exclusion</td>
<td>Engineering Management (ENG306) or People and Management (MM2191)</td>
</tr>
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</table>

### Objectives

This subject contributes to the achievement of the 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.

### Intended Subject Learning Outcomes

Upon completion of the subject, students will be able to:

1. 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;
2. explain and analyze the functions of management in organisations, i.e. planning, organising, leading, and controlling;
3. apply the essence of human behaviour in teamwork, leadership, and decision making and evaluate the implications for the management of organisations;
4. analyse and compare the arguments surrounding social responsibility and ethical behaviour in organisations and businesses.

### Contribution of the Subject to the Attainment of the Programme Outcomes

**Category A: Professional/academic knowledge and skills**

- Programme Outcomes 1, 2 & 12: apply, identify and analyse the functions of management in organisations, i.e. planning, organising, leading, and controlling.
- Programme Outcomes 3 & 8: examine the impact of the external environments, such as economic, environmental, social, political, ethical, health and safety in management field.
- Programme Outcomes 5 & 9: solve and evaluate the practical management problems pertaining to the business environment.
- Programme Outcomes 4, 10 & 11: apply the essence of human behaviour in teamwork and demonstrate self-learning and life-long learning capability with the foundations for life-long learning and continual professional development in management field.
- Programme Outcome 6: understand social responsibility and ethics in business organisations.

**Category B: Attributes for all-roundedness**

- Programme Outcomes 13 & 14: understand the creative process and exercise leadership in teams.

### Subject Synopsis/Indicative Syllabus

#### Indicative Contents:

1. Management Functions
   The major elements of the management functions: planning, organising,
leading, and controlling, and their importance for the effective management of business organisations.

2. Planning

3. Organising an Enterprise
   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.

4. Leading
   The manager's role as a leader. Foundations of human behaviour. Leading and motivating employees – individuals and groups.

5. Controlling

6. Social Responsibility and Managerial Ethics
   Arguments for and against social responsibility as a business objective. Factors affecting managerial ethics. Approaches to improving ethical behaviour.

### Teaching/ Learning Methodology

Teaching / Learning Approach:

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.

### Alignment of Assessment and Intended Subject Learning Outcomes

<table>
<thead>
<tr>
<th>Specific Assessment Methods/ Task</th>
<th>% Weighting</th>
<th>Intended Subject Learning Outcomes to be Assessed (Please tick as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Continuous Assessment (total 50%)</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>• Individual Work</td>
<td>20%</td>
<td>✓</td>
</tr>
<tr>
<td>• Group Project</td>
<td>15%</td>
<td>✓</td>
</tr>
<tr>
<td>• Participation</td>
<td>15%</td>
<td>✓</td>
</tr>
<tr>
<td>2. Examination</td>
<td>50%</td>
<td>✓</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:

To pass this subject, students are required to obtain Grade D or above in both the Continuous Assessment and Examination components.

The various methods are designed to ensure that all students taking this subject –

- 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
- 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.

Feedback is given to students immediately following the presentations and all students are invited to join this discussion.

<table>
<thead>
<tr>
<th>Student Study Effort Expected</th>
<th>Class contact (time-tabled):</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Lecture</td>
</tr>
<tr>
<td></td>
<td>Tutorial</td>
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<table>
<thead>
<tr>
<th>Other student study effort:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation for lectures/ seminars</td>
</tr>
<tr>
<td>Preparation for individual work/ group project/ examination</td>
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**Total student study effort:** 126 Hours

<table>
<thead>
<tr>
<th>Reading List and References</th>
<th>Recommended Textbooks:</th>
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</thead>
</table>

**References:**


**Indicative Periodicals & Newspapers Readings:**

1. Company Annual Reports
2. The Asian Wall Street Journal
3. The Economist
4. South China Morning Post
5. Business Week

**Indicative Journal Readings:**

1. Academy of Management Journal
2. Academy of Management Review
3. Asia Pacific Journal of Management
4. Journal of Management
5. Journal of Organizational Behaviour
6. Human Relations