

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
Objectives	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	<p>Upon completion of the subject, students will be able to:</p> <ol 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; c. apply the essence of human behavior in teamwork, leadership, and decision making and evaluate the implications for the management of organisations; (BBA Outcome 10) d. analyse and compare the arguments surrounding social responsibility and ethical behavior in organisations and businesses; e. explain the nature of entrepreneurship, technology-driven innovation and artificial intelligence in business organisations.
Subject Synopsis/ Indicative Syllabus	<p>Management Functions 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 Foundations of planning. Decision making and problem solving. Global business environment. Strategic management.</p> <p>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.</p>

	<p>Leading The manager’s role as a leader. Foundations of human behaviour. Leading and motivating employees – individuals and groups.</p> <p>Controlling Foundations of control. Operations and quality management. Controlling for organisational performance.</p> <p>Social Responsibility and Managerial Ethics Arguments for and against social responsibility as a business objective. Factors affecting managerial ethics. Approaches to improving ethical behaviour.</p> <p>Entrepreneurship, Innovation and Technology Entrepreneurial process, techniques for stimulating innovation. How new technology affects management.</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 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="405 987 1439 1487"> <thead> <tr> <th rowspan="2">Specific assessment methods/tasks</th> <th rowspan="2">% weighting</th> <th colspan="5">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> <th>e</th> </tr> </thead> <tbody> <tr> <td>Continuous Assessment</td> <td>50%</td> <td></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> <td>✓</td> </tr> <tr> <td>2. Group Project</td> <td>15%</td> <td>✓</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> <td>✓</td> </tr> <tr> <td>Examination</td> <td>50%</td> <td>✓</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> <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 reflect the significant technology content in this subject, 10% (or more) of the overall weighting of this subject is based on individual assessment concerning technology-related knowledge.</p> <p>To pass this subject, students are required to obtain Grade D or above in the overall subject grade.</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; 	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)					a	b	c	d	e	Continuous Assessment	50%						1. Individual Work	20%	✓	✓	✓	✓	✓	2. Group Project	15%	✓	✓	✓	✓	✓	3. Participation	15%	✓	✓	✓	✓	✓	Examination	50%	✓	✓	✓	✓	✓	Total	100 %					
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Total	100 %																																																						

	<ul style="list-style-type: none"> ▪ 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>	
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><i>Recommended Textbooks and References</i></p> <p>Stephen P. Robbins & Mary Coulter, <i>Management</i>, Global Edition, Prentice Hall, 16th edition, 2024.</p> <p>Bateman & Snell, <i>Management – Leading & Collaborating in the Competitive World</i>, 15th edition, McGraw-Hill, 2024.</p> <p>Daft, R.L., <i>New Era of Management</i>, 14th edition; South-Western Cengage learning, 2022.</p> <p>Jones & George, <i>Essentials of Contemporary Management</i>, 9th edition; McGraw Hill, 2021.</p> <p>Lussier, <i>Management Fundamentals: Concepts, Applications, Skill Development</i>, 9th edition, South-Western Publishing, 2021.</p>	

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