Macao Polytechnic Institute
School of Applied Sciences
Bachelor of Science in Computing
Module Outline

Learning Module	Special Topic II (Contemporary Management)		Class Code	MSEL112
Pre-requisite	NIL			
Medium of Instruction	English		Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	---	Total Hours	45 hrs

Description

This module aims to assist students to build up a scientific framework of analyzing business and management. It will prepare students to better cope with disciplines that related to advance management. By the end of this module, students are expected to understand basic theories about management. Hence, enable them to develop managerial skills in the future.

Learning Outcomes

After completing the learning module, students will be able to:

1. Identify how managers differ from non-managerial employees, and the four functions of Management, i.e., Planning, Organizing, Leading and Controlling; (ET1p, ET2p)

2. Describe some early evidences of management practice, some contemporary management theories and the current trends and issues facing managers; (ET1p, ET2p)

3. Analyze social responsibility and managerial ethics, and how managers and organizations can encourage ethical behavior, and protect employees who raise ethical issues or concerns; (ET1p, ET2p, ET3p)

4. Analyze organizational strategies & managing organizational culture. (ET1p, ET2p, ET5p)

Content

1. Managers and Managing   (3 hours)
    1.1. Essential Managerial Tasks
    1.2. Levels and Skills of Managers

1.3. Recent change in Management Practices

2. The Evolution of Management Thought   (6 hours)
   2.1. Scientific Management Theory
   2.2. Administrative Management Theory
   2.3. Behavioural Management Theory
   2.4. Management Science Theory
   2.5. Organizational Environment Theory

3. Values, Attitudes, Emotions, and Culture   (4 hours)
   3.1. Values, Attitudes, and moods and Emotions
   3.2. Emotional Intelligence
   3.3. Organizational Culture

4. Ethics and Social Responsibility   (5 hours)
   4.1. The Nature of Ethics
   4.2. Ethics and Social Responsibility
   4.3. Approached to Social Responsibility

5. Managing Diverse Employees in a Multicultural Environment   (4 hours)
   5.1. Increasing diversity of the workforce & the environment
   5.2. Perception
   5.3. How to manage diversity effectively

6. Managing in the Global Environment   (4 hours)
   6.1. The general environment
   6.2. The changing Global Environment
   6.3. The role of National Culture

7. Decision Making, Learning, Creativity and Entrepreneurship   (5 hours)
   7.1. Steps in the Decision-making Process
   7.2. Cognitive Bias and Decision Making
   7.3. Group Decision Making
   7.4. Entrepreneurship & Creativity

8. Manager as a Planner and Strategist   (5 hours)
   8.1. Planning and Strategy
   8.2. The Nature of the Planning Process
   8.3. Formulating Strategy

9. Value Chain Management: Strategies for Competitive Advantage   (4 hours)
   9.1. Improving Responsiveness to Customers
   9.2. Improving Quality
   9.3. Improving Innovation

10. Managing Organizational Structure and Culture   (5 hours)
       10.1. Coordinating Functions and Divisions
       10.2. Organizational Culture

Teaching Method

Lectures, materials, case & group discussions.

Attendance

Attendance requirements are governed by the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute". Students who do not meet the attendance requirements for the module will not be permitted to sit the final and re-sit examination and shall be awarded an 'F' grade.

Assessment

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 the pass score.

Item	Description	AHEP3 LO	Percentage
1. Exercise	Understanding of class materials	ET1p, ET2p, ET3p, ET5p	15%
2. Group Project	Knowledge and communication skills	ET1p, ET2p, ET3p, ET5p	25%
3. Test	Understanding of class materials	ET1p, ET2p, ET3p, ET5p	20%
4. Examination	3-hour written examination	ET1p, ET2p, ET3p, ET5p	40%
Total Percentage:			100%

Students with an overall score of less than 35 in the coursework must take the re-sit examination even if the overall score for the module is 50 or above.

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the module is 50 or above.

Students with an overall final grade of less than 35 are NOT allowed to take the re-sit examination.

Teaching Material

Textbook(s)

1. Jones, G. R. & George, J. M., Contemporary Management, Global Edition (12th version), McGrew Hill

Reference

Reference book(s)

1. Kinicki, A. & Williams, B., *Management: A practical introduction* (Latest edition). McGraw Hill
2. Bateman, T. S. & Snell, S. A., *Management: Leading & Collaborating in a competitive world* (Latest edition). McGraw Hill
3. Bartol, K. M., & Martin, D. C., *Management* (Latest edition). New York: McGraw Hill.
4. Velasquez, M, *Business Ethics* (Latest edition). Pearson Education.