

Macao Polytechnic Institute

School of Business

Bachelor of Accounting

Module Outline

Academic Year 2020/2021 Semester 2

Learning Module	Principles of Management		Class Code	BUSS1110-124	
Pre-requisite(s)	Nil				
Medium of Instruction	English		Credit	3	
Lecture Hours	45hrs	Lab/Practice Hours	0 hrs	Total Hours	45 hrs
Instructor	Amy Yu		E-mail	amyyu@ipm.edu.mo	
Office	M528, Meng Tak Building, Main Campus		Telephone	8599 3299	

Description

This course introduces the basic concepts and fundamental processes of management. It explores a variety of contemporary management topics. Emphasis will be placed on primary activities such as planning, organizing, leading, and controlling.

Learning Outcomes

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

1. Describe fundamental concepts associated with modern management theories and practices
2. Understand the significant role of managers and skills to improve quality business operations and maintain positive organization culture.
3. Apply the four functions of management (planning, organizing, leading, controlling) to sustain organization performance.
4. Analyze the multitude of management decision making impact on business operation and

assess the external factors and internal factors facing management in uncertain business environment.

5. Develop and apply his/her own personal management philosophy to diagnose and tackle diverse managerial problems and issues.

**Students' due diligence, time commitment before and after class lectures, and their genuine participation are critical to the understanding of course material, and successful achievement of the desired learning outcomes.*

Alignment of Management Program and Course Intended Outcomes

PILOs	CIL	CIL	CIL	CIL	CIL
	O1	O2	O3	O4	O5
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.	✓	✓	✓	✓	✓
2. Assess general business scenarios with mathematical and statistical skills.					
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.	✓	✓	✓	✓	✓
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.					
5. Apply accounting or business software for business analysis.					
6. Develop queries to assess management information from database to improve efficiency and effectiveness.					
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.					
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.		✓	✓		✓
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice.	✓	✓	✓	✓	✓
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.					

Content

Description	Duration
Part 1: Management and Managers	
<p>Introduction</p> <p>Chapter 1 The Management Process Today</p> <p>Learning Outcomes: <i>Be able to describe what management is and significance of management; to distinguish the four principal managerial functions, the three levels of management, and three kinds of managerial skill</i></p>	4 hrs.
<p>Appendix A History of Management Thought</p> <p>Learning Outcomes: <i>Be able to describe how management evolves and its different school of management thoughts</i></p>	3 hrs.
Part 2: Planning, Decision Making, and Competitive Advantage	
<p>Chapter 5 Decision Making, Learning, Creativity, and Entrepreneurship</p> <p>Learning Outcomes: <i>Be able to describe the nature of managerial decision making; to describe the six steps of decision making models.; to identify the advantages and disadvantages of group decision making technique; to explain the role that organizational learning and manager’s significant role to promote entrepreneurship</i></p>	3 hrs.
<p>Chapter 6 Planning, Strategy, and Competitive Advantages</p> <p>Learning Outcomes: <i>Be able to identify the three main steps of the planning process ; to differentiate between the main types of business-level strategies and corporate level strategies; to describe the vital role managers play in implementing strategies</i></p>	4 hrs.
Part 3: Organizing and Change	
<p>Chapter 7 Designing Organizational Structure</p> <p>Learning Outcomes: <i>Be able to describe the types of organizational structures; to identify the factors that influence managers' choice of an organizational structure.; to explain how managers group tasks into jobs</i></p>	4 hrs.
<p>Midterm (chapter 1, appendix A, chapter 5, and 6)</p>	3 hrs.

Chapter 8 Control, Change, and Entrepreneurship Learning Outcomes: <i>Be able to define organizational control; to identify output and behavior controls; to explain why managing change is a vital management task</i>	4.5 hrs.
Part 4: Leading Individuals and Groups	
Chapter 9 Motivation Learning Outcomes: <i>Be able to explain what motivation is and its significance; to describe different motivational theories such as expectancy theory, equity theory, goals theory, operant conditioning theory and social learning theory</i>	4.5 hrs.
Chapter 10 Leaders and Leadership Learning Outcomes: <i>Be able to explain what leadership is, when leaders are effective and ineffective, and the sources of power that leaders exercise; to explain various types of leadership models, to differentiate transformational leadership from transactional leadership; to characterize the relationship between gender and leadership</i>	4.5 hrs.
Chapter 12 Building and Managing Human Resources Learning Outcomes: <i>To understand the significance of strategic human resource management; to describe the different components of human resource management</i>	4.5 hrs.
Revision	3 hrs.
Final Examination	3 hrs.

Teaching Method

This course is delivered through a series of lectures which provide a detailed explanation and understanding of various fundamental management theories and core concepts. Class activities, exercises, case studies and class discussions integrating with multimedia resources such as videos and websites are utilized to support students' learning. A group project requiring students to explore the opportunities to set up a new business venture enable students to apply management theories and key concepts in practices.

TLA1: Fundamental business theories and concepts are delivered primarily by lectures with the aid of multimedia instructional materials.

TLA2: Short written quizzes will be given at the end of selected chapters. Discussions are part of the class activities during which teamwork will be encouraged. Current business events will be discussed during class to help students to understand and relate learned business concepts and theories in class to global marketplace in real world.

TLA3: Students must preview chapter material before each class, as they will be asked to work on in class exercise or short quizzes in respond to conceptual questions inherent in the text books.

TLA4: Students will be asked to complete a group report thus allowing a learning opportunity to work as a team and be effective communicator.

In order to achieve the outcomes of this course, students are expected to perform the following learning tasks:

- Read chapter material before attending class enhance understanding of the lectures materials.
- Review taught materials after class to enhance understanding
- Attend school arranged seminars and meetings to expand the knowledge horizon
- Prepare and collect information to prepare group project
- Review and prepare for test and final exam
- Seek advice from instructor for difficulties encountered
- Form study group to share knowledge and enhance learning experiences.

		CILO No.				
TLAs	Brief Description	1	2	3	4	5
TLA1: Interactive lectures	Lectures: in-depth coverage of business concepts and theories and current events are presented with PowerPoint slides and other multimedia instructional materials. Q&A: time allowed to raise questions from both instructor and students	√	√	√	√	
TLA2: In-class exercises, quizzes and midterm.	Students will complete short quizzes or in class exercises at the end of each completed chapter to reinforce what they learn in each lecture. Midterm examination will be given to students to assess their learning progress.	√	√	√		
TLA3: Assignments	Students are required to complete a series of online exercises. Late submission will be accepted with penalty.	√	√	√	√	
TLA4: Group Project	Students are required to form a small group to complete a group project. This provides students opportunities to integrate and apply their learning knowledge in the course.	√	√	√	√	√

	Team work and communication skills will be practised by each member. Students will also learn to collect and prepare information for the report as well as organize and coordinate their task to complete the entire project.					
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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 course 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 being the passing score.

Item	Description	Percentage
1.	In-class exercises	N/A
2.	Individual online assignment (graded)	15%
3.	Group project (graded)	15%
4.	Mid-term examination (graded)	30%
5.	Final examination (graded)	40%
	Total percentage:	100%

Plagiarism Policy

It is student’s responsibility to ensure that his/her assignment has been checked by *Turnitin* software, and the similarity score given by *Turnitin* software cannot be higher than 30%. However, a special case can be determined by the instructor.

Warning: Plagiarism is a serious form of academic misconduct.

Teaching Material(s)

Textbook

Gareth J and George, J, 2021, Essentials of Contemporary Management, 9th ed., McGraw Hill

Reference

Reference books

- Andrew W. Ghillyer, 2012, Management Now, McGraw Hill
- Stephen P. Robbins, David A. Decenzo, Mary Coulter, 2013, Fundamentals of management :essential concepts and applications , 8th edition, Pearson
- David Boddy, 2013, Essentials of management :a concise introduction , 8th edition, Pearson

Websites

- Textbook is supplemented with McGraw-Hill Connect which is a digital tool providing students an interactive learning environment that adapt to individual student understanding and need.
- canvas.ipm.edu.mo

Policy against academic misconduct behavior

Academic honesty is the basis for academic achievement. Cheating or dishonest acts in assignments, projects, mid-term or final examination are serious offenses: a maximum grade deduction of 100% will be exercised.