

GE2264: INTRODUCTION TO PEOPLE MANAGEMENT ORGANIZATION

Effective Term

Semester A 2022/23

Part I Course Overview

Course Title

Introduction to People Management Organization

Subject Code

GE - Gateway Education

Course Number

2264

Academic Unit

Management (MGT)

College/School

College of Business (CB)

Course Duration

One Semester

Credit Units

3

Level

B1, B2, B3, B4 - Bachelor's Degree

GE Area (Primary)

Area 2 - Study of Societies, Social and Business Organisations

Medium of Instruction

English

Medium of Assessment

English

Prerequisites

Nil

Precursors

Nil

Equivalent Courses

CB2300 Management

Exclusive Courses

Nil

Part II Course Details

Abstract

- Understand individual behaviour in organization, such as motivating your employees, leading teams, creating an organizational culture, and taking care of employees' well-being, among others.
- Develop knowledge, concepts and skills to manage and lead in variety of situations, such as adversity, crisis, and ethical issues.
- To discover and learn more about themselves (e.g., their leadership styles, their trust propensities, and their Big-5 and proactive personalities) so that they have a better appreciation of tackling challenging people-related situations in teams and organization.

Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Describe nature and structure of organizations; their functions, management process, and operations.	30	x	x	
2	Describe appropriate competencies and capabilities for being an effective manager and leader.	30	x	x	
3	Apply management knowledge for discovery and innovation with regard to the development of workable solutions or selection of optimal alternatives that meet organizational objectives and enhance effective management.	40	x	x	x

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

Teaching and Learning Activities (TLAs)

TLAs	Brief Description	CILO No.	Hours/week (if applicable)
1	Lecture	Learning through lecture deliveries, reading books, journal articles, adopted online resources, and library databases to acquire basic concepts of organizations. This will involve conceptual inputs on management practices.	1, 2 In class 26 hours

2	Interactive tutorial: Experimental exercises	Learning through in-class exercises, experimental games, and case studies to develop students' analytical capabilities in interactive problem solving as well as in discovery and innovation. All these are facilitated by instant feedback from the instructors.	1, 2, 3	In class 13 hours
3	Interactive tutorial: Team projects	Learning through conducting a team project to develop group skills. Through team-based exercises, students will have extensive opportunities to work as a team player during the entire semester.	1, 2, 3	

Assessment Tasks / Activities (ATs)

	ATs	CILO No.	Weighting (%)	Remarks (e.g. Parameter for GenAI use)
1	Tutorial exercises and In-class discussion: Through tutorial classes, students are encouraged to have more interactions and experiential learning based on a student-centred approach. Through different activities (e.g., experimental games, simulations, role plays, case studies, and in-depth discussions based on newspaper and professional articles), students will have opportunities to apply theories to explain practical problems in the workplace and come up with creative solutions.	3	10	

2	Coursework assignment (Team projects): Coursework assignment is designed to assess the student's competence level in mastery and creative application of organization and management skills, capability in discovery on significant management issues, and ability to work independently and collaboratively.	3	30	
3	General quizzes: The general quizzes ensure that students are learning throughout the semester. The content of the general quiz will reflect a comprehensive coverage of the course material.	1, 2	15	

Continuous Assessment (%)

55

Examination (%)

45

Examination Duration (Hours)

2

Assessment Rubrics (AR)**Assessment Task**

General Quizzes, Examination

Criterion

Ability to understand, analyze, and apply management theories and principles.

Excellent (A+, A, A-)

Strong evidence of original thinking; good organization, capacity to analyse and synthesize; superior grasp of subject matter; evidence of extensive knowledge base.

Good (B+, B, B-)

Evidence of grasp of subject, some evidence of creative application of management theory or principles, critical capacity and analytical ability; reasonable understanding of issues; evidence of familiarity with the subject matter.

Fair (C+, C, C-)

Student understand the subject; ability to develop solutions to simple problems in the material.

Marginal (D)

Sufficient familiarity with the subject matter to enable the student to progress.

Failure (F)

Little evidence of familiarity with the subject matter; weakness in critical and analytical skills; limited or irrelevant use of theories.

Assessment Task

Coursework Assignment (Team Projects)

Criterion

Capability in discovery on significant management issues, and ability to work independently and collaboratively.

Excellent (A+, A, A-)

Interesting and complex account of why this topic, what questions need to be addressed giving a foretaste of original contribution. As in B, but original, going well beyond standard resources/ references, stating a point of view in one's own voice. As in B, but uses unusual references to bolster an original argument. Showing clear evidence of original or creative thinking in applying management theories or principles and evidence of substantial discovery attempts with some success.

Good (B+, B, B-)

As in C, but shows what past work has done/not done, demonstrating logical progression to the topic. Most/all relevant points drawn from prevalent models or conceptual frameworks, lists both pros and cons, uses appropriate structure to resolve issues with convincing arguments and discussion. References are comprehensive, showing care in researching the issue, correct formatting.

Clear evidence of original or creative thinking in applying management theories or principles.

Showing some significant discovery attempts.

Fair (C+, C, C-)

Describes topic, refers to relevant work and what is proposed to be done. More relevant points drawn from prevalent models or conceptual frameworks, lists both pros and cons, evidence of grasp of issues but has difficulty in finding resolution.

Evidence of some search skills; standard references in mostly correct formatting. Some evidence of original or creative thinking in applying management theories or principles

Marginal (D)

Writes enough to describe what the topic is about. Some relevant points descriptive in nature, mainly pro and con. Uses a few mainstream references. Very little evidence of library skills, incorrect formatting, irrelevant use of reference. Very little original or creative thinking in applying management theories or principles

Failure (F)

Little evidence of familiarity with the subject matter; weakness in critical and analytical skills; limited or irrelevant use of theories.

Assessment Task

Tutorial exercises and In-class discussion

Criterion

Punctuality

Excellent (A+, A, A-)

Student is almost always punctual and attends full-time.

Good (B+, B, B-)

Student is frequently punctual and attends full-time.

Fair (C+, C, C-)

Student is occasionally late to class and leaves early.

Marginal (D)

Student is always late to class and leaves early.

Failure (F)

Student never attends class.

Assessment Task

Tutorial exercises and In-class discussion

Criterion

Preparation

Excellent (A+, A, A-)

Student is almost always prepared for class with assignments and required class materials.

Good (B+, B, B-)

Student is frequently prepared for class with assignments and required class materials.

Fair (C+, C, C-)

Student is occasionally prepared for class with assignments and required class materials

Marginal (D)

Student is seldom prepared for class with assignments and required class materials.

Failure (F)

Student is never prepared for class and often turns in assignment after deadlines.

Assessment Task

Tutorial exercises and In-class discussion

Criterion

Motivation

Excellent (A+, A, A-)

Student almost always contributes to class by offering ideas and asking questions more than once per class.

Good (B+, B, B-)

Student frequently contributes to class by offering ideas and asking questions once per class.

Fair (C+, C, C-)

Student occasionally contributes to class by offering ideas and asking questions.

Marginal (D)

Student seldom contributes to class by offering ideas and asking questions.

Failure (F)

Student never participates in class discussion/team meetings.

Assessment Task

Tutorial exercises and In-class discussion

Criterion

Behavior

Excellent (A+, A, A-)

Student almost always displays enquiring behavior during class.

Good (B+, B, B-)

Student frequently displays enquiring behavior during class.

Fair (C+, C, C-)

Student occasionally displays disruptive behavior during class.

Marginal (D)

Student often displays disruptive behavior during class.

Failure (F)

Student almost always displays disruptive behavior during class.

Part III Other Information**Keyword Syllabus**

Introduction to Management & Organization
 Management History
 Constraints and Challenges for the Global Manager
 Global Management
 Managerial Ethics
 Decision- Making
 Strategic Management
 Organizational Design
 Groups and Teams
 Communication/Individual Behavior
 Motivating Employees
 Managers as Leaders
 Foundations of Control

Reading List**Compulsory Readings**

Title	
1	Schermerhorn, J. R., & Bachrach, D. G. Introduction to Management. Hoboken, NJ: Wiley & Sons, 13th edition, 2018.

Additional Readings

Title	
1	Relevant current and past periodicals such as Business Week, Fortune, Asian Wall Street Journal, and Harvest Business Review.
2	Online Resources:Library databases, E-resources, and publisher' s student online resources.

Annex (for GE courses only)

A. Please specify the Gateway Education Programme Intended Learning Outcomes (PILOs) that the course is aligned to and relate them to the CILOs stated in Part II, Section 2 of this form:

Please indicate which CILO(s) is/are related to this PILO, if any (can be more than one CILOs in each PILO)

PILO 2: Explain the basic methodologies and techniques of inquiry of the arts and humanities, social sciences, business, and science and technology

3

PILO 3: Demonstrate critical thinking skills

1, 2, 3

PILO 4: Interpret information and numerical data

2, 3

PILO 5: Produce structured, well-organised and fluent text

1, 3

PILO 6: Demonstrate effective oral communication skills

3

PILO 7: Demonstrate an ability to work effectively in a team

3

PILO 9: Value ethical and socially responsible actions

1

B. Please select an assessment task for collecting evidence of student achievement for quality assurance purposes. Please retain at least one sample of student achievement across a period of three years.

Selected Assessment Task

Final Exam, Team Project