

ADMS | **Advanced Diploma in Management Studies Programme**

Course Name	: Introduction to Management
Course Code	: 61
Basic Course/ Optional Course/ Compulsory Course	: Basic Course
QF Level	: 4
No. of QF Credit	: 9
Mode of Tuition	: Sectional approach
Class Contact Hours	: 30 hours

Brief Course Description

This module provides an introduction to concepts that underline the nature and purpose of management. An overview of current schools of thoughts in management is covered to broaden the scope of students on the subject. The basic knowledge of the functional nature of departments, and the relationships between people, departments and organizations are examined.

Objectives

1. To equip students with an understanding in the practice of management which they can apply to their work situations.
2. To provide an overview of current schools of thoughts in management, through which the nature and concepts on management are established.
3. To provide basic knowledge on the functional departmentation of organization.
4. To equip students to understand the relationship between people, departments and organization.

Course Intended Learning Outcomes (CILO)

Upon completion of this course, students are able to:

CILO 1 : explain the fundamental concepts, principles and techniques of management;

CILO 2 : explain the social skills and management skills at work;

CILO 3 : describe changes that are external and internal to organization; and

CILO 4 : apply the concepts and principles of management to the realistic situation.

Measurement of Learning Outcomes

1. Class activities assess ability to identify and apply the knowledge of management. [CILO 1, 2, 3 & 4]
2. Group project assesses the application of concepts and principles of management. [CILO 2, 3 & 4]
3. Mid-term test is arranged to reinforce and evaluate students' understanding of the course content. The test allows the students to demonstrate their knowledge and applications of the concepts covered in the course. [CILO 1, 2, 3 & 4]
4. Final examination assesses comprehension of, and ability to describe the concepts, principles and techniques of management. [CILO 1, 2, 3 & 4]

Indicative Content

1. Managers and Managing
2. Values, Attitudes, Emotions, and Culture: The Manager as a Person
3. Ethics and Social Responsibility
4. Managing Diverse Employees in a Multicultural Environment
5. Managing in the Global Environment
6. The Manager as a Planner and Strategist
7. Decision Making, Learning, Creativity, and Entrepreneurship
8. Value-Chain Management: Functional Strategies for Competitive Advantage
9. Managing Organizational Structure and Culture
10. Organizational Control and Change
11. Human Resource Management
12. Using Advanced Information Technology to Increase Performance

Teaching Method / Class Activities

The basic method is through lectures coupled with small group discussion by students on special topics. Through in-class activities like role play and case studies, students can develop analytical and diagnostic skills to address management problems in business organizations.

Weighting of Assessments:

Group Project	20%
Mid-term Test	20%
Final Examination	60%

Textbook

Jones, G. & George, J., 2017. *Contemporary management, global edition*. 10th ed. Singapore: McGraw-Hill Education.

NOTIONAL LEARNING HOURS (NLHs) AND QF CREDIT OF THE COURSE

		Learning outcomes	Contact hours (a)	Self-study hours (b)	Total hours (a+b)
Learning and teaching activity					
1	Lecture	CILO1,2,3,4	25	50	75
2	Tutorial				
3	Practical work (laboratory, workshop, etc.)				
4	Online, distance and blended learning				
5	Internship / placement / fieldwork				
6	Others				
Assessment					
7	Exercise				
8	Project (Group Project)	CILO 2,3,4	4	12	16
9	Test / examination / assessment activities	CILO 1,2,3,4	3		3
10	Others				
Total NLHs					94
QF credit = Total NLHs/10					9