



浙江大學

**MGMT501**

**Managing Organisations and Human Resources**

# **MGMT501**

## **Managing Organisations and Human Resources**

### **Instructor Contact Details**

Lecturer-in-charge: TBA

Email: wlwyxy\_29@zju.edu.cn

Office location: Huajiachi Campus, Zhejiang University

Consultation Times: to be announced, and by appointment

### **Teaching Times and Locations**

The Time and Location: TBA, Huajiachi Campus, Zhejiang University

Lecture sessions include lectures, seminars, field trip(s) as well as in-class activities.

### **Academic Level**

Undergraduate

### **Units of Credit**

The course is worth 6 units of credit

### **Contact Hours**

The course contains a total of 53 contact hours, which consists of an orientation meeting, 13 lecturing seminars, a revision day, a field trip and a final exam. Each seminar is 180 minutes in length, while the field trip is 300 minutes and the final exam costs 120 minutes. Students will receive an official transcript which is issued by Zhejiang University when completing this course.

### **Credit Hours**

The number of credit hours of this course equals to the credits of a standard semester-long Australian university course.

### **Course Description:**

In the contemporary fast paced business world, effective management is crucial towards the successful running of any company. This course aims at providing students with an understanding of the core issues surrounding the management of organisations and its human resources. Students will be introduced to the different concepts and theories which are vital towards effective management in these areas. Four key areas will be carefully examined in helping students develop a holistic perspective, including planning, organising, leading and controlling an organisation. Students will be encouraged to see how these are applicable in different dimensions and contexts.

### **Prerequisite:**

N/A

### **Learning Resources**

Kinicki, A., Williams, B.K., Management: A practical introduction 8th ed. McGraw-Hill Education, Australia.

### **Learning Objectives**

By the end of this course you should be able to:

- Competently identify and apply terms related to management.
- Explain the roles of managers and how they influence a team or organisational performance.
- Describe the challenges faced by management in today's fast paced society and how they can be overcome.
- Understand the different frameworks and theories relevant towards effectively managing an organisation and its human resources.
- Compare and contrast the different types of management applied in different regions.

**Course Delivery:**

The following course will be taught in English and it will comprise of lectures, tutorials, projects, presentations and group activities. In addition to these, there will also be guest speakers and optional field trips available for students who would like to enhance their learning experience. The course will be delivered within 13 sessions, with each session totaling 3 hours-inclusive of both the lecture and tutorial. These sessions will be running during weekdays, Monday to Friday. Students are expected to engage in class discussions and work cooperatively during group work.

**Topics and Course Schedule:**

<b>Topic</b>	<b>Activities</b>
<b>Orientation</b>	
<b>Management Theory</b>	Lecture; Tutorial
<b>Management Environment Work Environment Managing across borders</b>	Lecture; Tutorial
<b>Planning Designing and realising a plan The process</b>	Lecture; Tutorial
<b>Organising theory</b>	Lecture; Tutorial
<b>Human resource Management Choosing the right team</b>	Lecture; Tutorial
<b>Seminar</b>	
<b>Innovation and organisational change</b>	Lecture; Tutorial
<b>Leading Managing individuals with different behavioral traits</b>	Lecture; Tutorial
<b>Midterm exam</b>	

<b>Leading Motivating employees for optimum results</b>	Lecture; Tutorial
<b>Controlling Control Systems and techniques for improving effectiveness</b>	Lecture; Tutorial
<b>Management techniques in different regions</b>	Lecture; Tutorial
<b>Influence of technology</b>	Lecture; Tutorial
<b>Change and face paced movement</b>	Lecture; Tutorial
<b>Ethical and social responsibility for managers</b>	Lecture; Tutorial
<b>Revision</b>	
<b>Final exam</b>	

**Assessments:**

Class participation	10%
Quiz	20%
Individual Report	20%
Final exam	50%

**Grade Descriptors:**

HD	High Distinction	85-100
D	Distinction	75-84
Cr	Credit	65-74
P	Pass	50-64

F	Fail	0-49
---	------	------

### **High Distinction 85-100**

Treatment of material evidences an advanced synthesis of ideas

Demonstration of initiative, complex understanding and analysis

Work is well-written and stylistically sophisticated, including appropriate referencing, clarity, and some creativity where appropriate

All criteria addressed to a high level

### **Distinction 75-84**

Treatment of material evidences an advanced understanding of ideas

Demonstration of initiative, complex understanding and analysis

Work is well-written and stylistically strong

All criteria addressed strongly

### **Credit 65-74**

Treatment of material displays a good understanding of ideas

Work is well-written and stylistically sound, with a minimum of syntactical errors

All criteria addressed clearly

### **Pass 50-64**

Treatment of material indicates a satisfactory understanding of ideas

Work is adequately written, with some syntactical errors

Most criteria addressed adequately

### **Fail 0-49**

Treatment of ideas indicates an inadequate understanding of ideas

Written style inappropriate to task; major problems with expression

Most criteria not clearly or adequately addressed

### **Academic Integrity**

Students are expected to uphold the university's academic honesty principles which are an integral part of the university's core values and principles. If a student fails to observe the acceptable standards of academic honesty, they could attract penalties and even disqualification from the course in more serious circumstances. Students are responsible for

knowing and observing accepted principles of research, writing and any other task which they are required to complete.

Academic dishonesty or cheating includes acts of plagiarism, misrepresentation, fabrication, failure to reference materials used properly and forgery. These may include, but are not limited to: claiming the work of others as your own, deliberately applying false and inaccurate information, copying the work of others in part or whole, allowing others in the course to copy your work in part or whole, failing to appropriately acknowledge the work of other scholars/authors through acceptable referencing standards, purchasing papers or writing papers for other students and submitting the same paper twice for the same subject.

This Academic Integrity policy applies to all students of the Zhejiang University in all programmes of study, including non-graduating students. It is to reinforce the University's commitment to maintain integrity and honesty in all academic activities of the University community.

### **Policy**

- The foundation of good academic work is honesty. Maintaining academic integrity upholds the standards of the University.
- The responsibility for maintaining integrity in all the activities of the academic community lies with the students as well as the faculty and the University. Everyone in this community must work together to ensure that the values of truth, trust and justice are upheld.
- Academic dishonesty affects the University's reputation and devalues the degrees offered.
- The University will impose serious penalties on students who are found to have violated this Policy. The following penalties may be imposed:
  - Expulsion;
  - Suspension;
  - Zero mark/fail grade;
  - Marking down;
  - Re-doing/re-submitting of assignments or reports; and
  - Verbal or written warning.