



MM 5112 组织和管理 Organization and Management

Syllabus 课程大纲

(2025 Fall Semester 秋季学期)

Instructor 讲师:

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Class Meeting Dates 上课日期

10/15, 10/22, 10/29, 11/05, 11/12, 11/19

Location 上课地点

深圳市南山区高新技术产业园南区粤兴一道 18 号香港理工大学产学研大楼

Welcome! 欢迎!

Dear students, welcome to the MM 5112 2025 Fall semester! This **Organization and Management** course is a useful and interesting course especially for those of you who are interested in managing organizations and people. We learn essential management concepts through lectures, class discussions, guest speaker sessions, homework assignments, and a group project. It should be a practical, challenging, and fun class to build up your management knowledge and skills.

亲爱的同学们, 欢迎加入 2025 年秋季学期的 MM 5112 课程! 《组织与管理》课程既有趣又极具实用价值, 适合对组织与人员管理感兴趣的你们。我们将通过讲课、课堂讨论、客座讲师分享、课后作业、案例分析以及小组项目等方式, 系统学习相关理论与方法。这门课程将兼具趣味性、实践性与挑战性, 让你们能建立扎实的管理知识和提升管理技能。

Learning Objectives 学习目标

This course aims to introduce students to the concepts of four basic management functions: planning, organizing, leading and controlling. It aims to facilitate students to acquire a good grounding for further studies in more specialized management subjects, and to apply theories to practice in becoming more effective manager.

Upon completion of the subject, students will be able to:

- a. practice the four basic management functions of planning, organizing, leading and controlling, and managerial ethics;

- b. apply theories to diagnose and solve entrepreneurial and organizational issues;
- c. synthesize new ideas from various sources, with a consideration of the implications of technology and other dynamic external environments
- d. Enhance communication, interpersonal and leadership skills

本课程旨在向学生介绍战略规划、组织、领导与控制四项基本管理职能的理念与实践，帮助学生掌握专业管理的基础，并将理论应用于实践，成为更高效的管理者。

完成本课程后，学生将能够：

- a. 践行计划、组织、领导、控制四项基本管理职能，并遵守管理伦理；
- b. 运用理论诊断并解决企业及组织问题；
- c. 综合来自不同来源的新想法，并考量技术及其他动态外部环境的影响
- d. 提升沟通、人际交往及领导技能

Course Materials 教学材料

Textbooks (optional): 教科书 (非强制的)

Title: Management: Leading & collaborating in a competitive world (14th Edition or above)

Author: Bateman, T. S., and Konopaske, R. (2021)

Title: Business Essentials, 10th Edition or above (Global Edition)

Author: Ronald J. Ebert, Ricky W. Griffin,

Lecture Notes: 讲义

Lecture Notes will be distributed through a shared link or via email after each class. You are encouraged to review the lecture notes after each class to solidify your understanding of the concepts that we covered in the class.

Please take the opportunity to approach me if you have any questions about the lectures or the class material. Please email me for a separate appointment if you need to meet with me outside of the lecture hours. I am happy to accommodate you if you give me notice.

讲义将在每节课后通过共享链接或电子邮件分发。建议大家课后及时查阅讲义，以巩固对课堂所学概念的理解。

若对课程内容或教学材料有任何疑问，欢迎随时与我沟通。如需在课时以外的时间会面，请发送邮件另行预约。只要提前告知，我十分乐意为您安排时间。

Course Outline and Schedule 课程大纲与进度安排

Class 1: Oct 15

- Introduction

- **Part 1:** Definitions of organization and management. History of management. The organization external and internal environment.
- *Guest Speaker: Norman Ng, Vice President of Product, Roblox*

Class 2: Oct 22

- **Part 2:**
 - Decision Making.
 - Corporate Social Responsibility.
 - Management Functions: Strategic Planning.
- *Guest Speaker: Tommy Wong, Technology Strategist, Microsoft*
- *Homework 1 (Due before next class)*

Class 3: Oct 29

- **Part 3:** Management Functions: The organizing process and organizational structures.

Class 4: Nov 5

- **Part 4:** Management Functions: Leading people and teams: Individual differences, motivation theories.
- *Homework 2 (Due before next class)*

Class 5 : Nov 12

- **Part 4:** Management Functions: Leading people and teams: Communication skills, and leadership styles.
- **Part 5:** Management Functions: Controlling: Bureaucracy Control, Market Control, Clan Control

Class 6 Nov 19:

- **Group Presentation**
- **Final Exam**

第一讲:

- 课程介绍
- 第一部分: 组织与管理的定义、管理学的演进历程、组织内外部环境分析
- 客席嘉宾: Roblox (罗布乐思) 副总裁 Norman Ng

第二讲:

- 第二部分:
 - 决策机制

- 企业社会责任
- 管理职能之战略规划
- 客席嘉宾：微软技术战略师 Tommy Wong
- *作业一（下节课前提交）*

第三讲：

- 第三部分：管理职能之组织流程与架构设计

第四讲：

- 第四部分：管理职能之团队引领：个体差异分析及激励理论
- *作业二（下节课前提交）*

第五讲：

- 第四部分（续）：管理职能之团队引领：沟通技巧与领导风格
- 第五部分：管理职能之控制体系：官僚控制、市场控制、派系控制

第六讲：

- *小组展示*
- *期末考试*

Grading Components 评分构成

ATTENDANCE – Students are required to go to every one of the six lectures. Being late will adversely affect your attendance grade. Missing more than 1 class period will result in significant deduction on your final grade.

CLASS PARTICIPATION (15%) - Class participation is an important component in this course. It is because class participation will enhance students' engagement, interest and understanding of the class contents, and will also build up students' skills and confidence in expressing themselves in public. The participation grade includes in-class participation, which consists of asking and answering questions posed by the instructor. Students will be asked to summarize their in-class participation (in no more than 2 sentences) at the end of each class.

HOMEWORK ASSIGNMENTS (15%) - There will be three assignments throughout the course. Students are expected to complete the assignments and submit them via email before the next class (Wednesday) after the homework is assigned. Late submission of the assignments will result in half reduction of the assignment points.

GROUP PRESENTATION (30%) – Students will work together in a group of 4-5 students to present a strategic consulting proposal for one of the shortlisted firms. The approach and solution should be based on the theories and framework covered in class. Details of the project

will be given by the instructor in the second week of the course.

FINAL EXAM (40%)- Final Examination is closed-book and will cover all material covered throughout the course. Fill-in-the-blank questions, multiple choice, true/false questions and short questions will be included in the Final Exam.

考勤要求

学生须全程参加全部六次讲座。迟到将影响出勤成绩，缺课超过 1 次者期末总评成绩将受到显著扣减。

课堂参与（15%）

课堂参与是本课程的重要组成部分。通过提问与回应教师课堂提问，学生能够深化对课程内容的理解，提升学习兴趣，同时锻炼公开表达的能力与信心。每节课结束时，学生需用总结（不超过两句话）当堂参与情况。

作业要求（15%）

课程共布置 2 次作业。学生需在作业发布后、下次课程（周三）开始前通过电子邮件提交。迟交作业者将被扣除该作业 50% 的分数。

小组汇报（30%）

学生需以 4-5 人小组形式，为指定企业撰写战略咨询方案并进行展示。方案思路及解决方案应基于课堂所授理论与分析框架。项目具体细则将于课程第二周由教师统一说明。

期末考试（40%）

期末考试为闭卷考试，覆盖课程全部内容，题型包括填空题、选择题、判断题及简答题

A	(4.0)	93% - 100%
A-	(3.7)	88% - 92.999%
B+	(3.3)	85% - 87.999%
B	(3.0)	82% - 84.999%
B-	(2.7)	80% - 81.999%
C+	(2.3)	78% - 79.999%
C	(2.0)	73% - 76.999%
C-	(1.7)	70% - 72.999%
D+	(1.3)	68% - 69.999%
D	(1.0)	63% - 66.999%
D-	(0.7)	60% - 62.999%
F	(0.0)	0% - 59.999%