

University of Macau
Faculty of Science and Technology
Department of Computer and Information Science
CISB464 Organization and Management
Syllabus
2nd Semester
Part A – Course Outline

Required Elective Course in Software Engineering

Catalog description:

3 credits. The course introduces the basis of management in its different functions of planning, organizing, leading and controlling. The course includes topics such as decision making processes, leadership, ethics, communication, motivation, and foundations of individual behavior, group behavior, and organizational structure.

Course type:

- Theoretical

Prerequisites:

- None

Textbook(s) and other required material:

- A. Kinicki & B. Williams, *Management: a practical introduction*, 5th Ed. (ISE), McGraw Hill 2009.

References:

- Stephen P. Robbins & T. A. Judge, *Organizational Behavior*, 14th Ed. (ISE), Pearson Education – 2010.

Major prerequisites by topic:

- None

Course objectives:

- To enhance students knowledge of management by introducing its concepts, theories and functions. [f, i]
- To allow students to understand the impact on an organization work caused by individuals, groups and organization structure. [f, g, i]
- To improve students ethical, critical and analytical thinking regarding managerial decisions and issues. [f, i]
- To improve students potential to be a more effective and efficient employee in a real world. [f, g, i]

Topics covered:

- **What is a Manager? (6 hours):** Introduction of manager and management. Functions, skills and activities. Essential Background of Management theories viewpoints.
- **The Environment of Management (3 hours):** Work Environment, Ethical Responsibilities, and Managing across borders.
- **Planning and Strategic Management (6 hours):** Foundations of Planning and Strategic Management. Individual and Group Decision Making.
- **Organizing (6 hours):** Foundations of Organizational System, Human Resources Management. Changes and Innovation: causes and consequences.
- **Leading (9 hours):** Foundations of Individual Behavior. Managing individual differences, motivation, leadership and communication.
- **Controlling (3 hours):** Foundations of Controlling.

Class/laboratory schedule:

Timetabled work in hours per week			No of teaching weeks	Total hours	Total credits	No/Duration of exam papers
Lecture	Tutorial	Practice				
3	Nil	Nil	14	42	3	1 / 2 hours

Student study effort required:

Class contact:	
Lecture	33 hours
In-class assignment / Case Study/ Mid-term exam	9 hours
Other study effort	
Self-study	24 hours
e-Quizzes	8 hours
Project / Case study	8 hours
Total student study effort	82 hours

Student assessment:

Final assessment will be determined on the basis of:

In-class exercises and e-Quizzes - 20% Project - 20% Mid-term - 20% Final exam - 40%

Course assessment:

The assessment of course objectives will be determined on the basis of:

- In-class exercises, e-Quizzes, project, and exams
- Course evaluation

Course outline:

Weeks	Topic	Course work
1-2	What is a Manager? Introduction of manager and management. Functions, skills and activities. Essential Background of Management Theories viewpoints.	
3	The Environment of Management Work Environment, Ethical Responsibilities, and Managing across borders.	e-Quizzes/ In-class exercise
4-5	Planning and Strategic Management Foundations of Planning and Strategic Management.	e-Quizzes/ In-class exercise
6-7	Organizing: Foundations of Organizational System, Human Resources Management. Changes and Innovation: causes and consequences.	e-Quizzes/ In-class exercise
8	Midterm test	
9-11	Leading Foundations of Individual Behavior. Managing individual differences, motivation, leadership and communication.	e-Quizzes/ In-class exercise
12	Controlling Foundations of Controlling Foundations of Controlling.	e-Quizzes/ In-class exercise
13-14	Project Presentation	

Contribution of course to meet the professional component:

This course prepares students to understand the impact of managerial issues on their professional activities, allowing them to be more effective professionals in the real world.

Relationship to CS program objectives and outcomes:

This course primarily contributes to the Computer Science program outcomes that develop student abilities to:

- (f) An understanding of professional, ethical, legal, security and social issues and responsibilities.
- (g) An ability to communicate effectively with a range of audiences.
- (i) Recognition of the need for and an ability to engage in continuing professional development.

Relationship to CS program criteria:

Criterion	DS	PF	AL	AR	OS	NC	PL	HC	GV	IS	IM	SP	SE	CN
Scale: 1 (highest) to 4 (lowest)												1		

Discrete Structures (DS), Programming Fundamentals (PF), Algorithms and Complexity (AL), Architecture and Organization (AR), Operating Systems (OS), Net-Centric Computing (NC), Programming Languages (PL), Human-Computer Interaction (HC), Graphics and Visual Computing (GV), Intelligent Systems (IS), Information Management (IM), Social and Professional Issues (SP), Software Engineering (SE), Computational Science (CN).

Course content distribution:

Percentage content for			
Mathematics	Science and engineering subjects	Complementary electives	Total
0%	0%	100%	100%

Person who prepared this description:

Mr. Miguel Gomes da Costa Junior

Part B – General Course Information and Policies

2nd Semester

Instructor: Mr. Miguel Gomes da Costa Junior
Office hour: by appointment
Email: mcosta@umac.mo

Office: N327B
Phone: 8822 4378

Time/Venue: *To be announced*

Grading distribution:

Percentage Grade	Final Grade	Percentage Grade	Final Grade
100 - 93	A	92 - 88	A–
87 - 83	B+	82 - 78	B
77 - 73	B–	72 - 68	C+
67 - 63	C	62 - 58	C–
57 - 53	D+	52 - 50	D
below 50	F		

Comment:

The objectives of the lectures are to explain and to supplement the text material. Students are responsible for the assigned material whether or not it is covered in the lecture. Students who wish to succeed in this course should read the textbook (chapter related) prior to the lecture, should work all in-class exercises and e-quizzes (homework) and should made use of the material provided at UMMoodle. You are encouraged to look at other sources (such as other textbooks, websites, etc.) to complement the lectures and text.

Homework policy:

The completion and correction of the in-class exercises and e-quizzes are a powerful learning experience.

- In-class exercises will be used to review lectures.
- E-quizzes are electronic homework exercises. They have periods for completion that must be respected. No late submission is accepted.

Project:

A case study will be assigned as a group project. Students must answer the questions related with a case study and present it to the class.

Exams:

One mid-term exam with 80 minutes duration and one final exam with 120 minutes duration will be held during the semester.

Note:

- The lecture session is an important part of this course and attendance is compulsory. At most 20% absence without leave is allowed.
- Check UMMoodle (ummoodle.umac.mo) regularly for announcements, e-quizzes and lectures. Report any mistake on your grades within one week after posting.
- No make-up exam will be given except for CLEAR justification such as medical proof.
- Cheating and plagiarism are absolutely prohibited by the university.

**Appendix:
Rubric for Program Outcomes**

Rubric for (f)	5 (Excellent)	3 (Average)	1 (Poor)
An understanding of professional, ethical, legal, security and social issues and responsibilities.	Understand how to critique and analyze tradeoffs and constraints with respect to conflict of interest, bribery, professional dissent, authorship, discrimination, and social issues and responsibilities.	Have partial knowledge of conflict of interest, bribery, professional dissent, authorship, discrimination, and social issues and responsibilities but cannot apply it in practice correctly.	No awareness of conflict of interest, bribery, professional dissent, authorship, discrimination and social issues and responsibilities.
Rubric for (g)	5 (Excellent)	3 (Average)	1 (Poor)
An ability to communicate effectively with a range of audiences.	Detailed analysis accounting for all the information and conclusions are well supported.	Some analysis done but somewhat shallow; some supporting evidence.	Analysis simply involves restating gathered information; claims not supported by evidence.
Rubric for (i)	5 (Excellent)	3 (Average)	1 (Poor)
Recognition of the need for and an ability to engage in continuing professional development.	Student displays an understanding of the theoretical or practical impact and an ability to correlate a subject, perception, communication, association and reasoning from a global and societal perspective.	Student is able to display an understanding of current topics and issues with some knowledge regarding their impact in a bigger global and societal sense.	Student has difficulty demonstrating an awareness or familiarity with current topics and issues relevant to most current global and societal affairs.