



**programme Specification 課程規範**

Awarding Body/Institution 頒授機構	Macao Polytechnic Institute
Teaching Unit 教學單位	Macao Polytechnic Institute
Endorsement in the Official Gazette 政府公報批示	123/2010
Name of Final Award and programme Title 最終學位及課程名稱	Bachelor of Management
Name of Interim Award(s) 過渡學位名稱	n/a
Duration of Study/Period of Registration 學習期限/註冊期限	4 years
MPI programme Code 理工課程編號	4LGDI/4LGNI
FHEQ Level of Award FHEQ 學歷水準	Level 6
programme Accredited by 專業認可機構	
Responsible School 負責學校	School of Business

Schools which will also be involved in teaching part of the programme 課程教學涉及的其他學校

School of Languages and Translation, MPI-Bell Centre of English

Institution(s) other than Macao Polytechnic that will provide some teaching for the programme

為課程提供教學除理工以外的其他機構

Alliance Française de Macao

**programme Outline 課程簡介**

The Management degree programme consists of 4 year full-time study, totalling 140 hours of contact (credits). Each year has two semesters, and each semester has six 3-credit courses to deliver except in the final year (which each semester has four 3-credit courses and one 4-credit course). The first two years of study are primarily intended to provide students with knowledge of generic skills (herein known as general or broad-based knowledge) and core business knowledge to all business students, including Management students. The third year of study is to provide mainly knowledge of Management related concepts and skills, and the fourth year consists of advanced level of management knowledge.

Year 1 Objective: To build up a solid foundation by learning social and business knowledge expected to be possessed by business professionals in general.

Year 2 Objective: To gain understanding of the "how" businesses operate and the requisite knowledge expected of professional managers. Concurrently, Management skills handling sophisticated business issues will be introduced.

Year 3 Objective: To extend the skill sets that Management professionals must possess to function effectively within business environment.

Year 4 Objective: To provide knowledge that could pave the way for students to advance to senior level of corporate management.

## Objectives of the programme 課程目標

This programme is designed to prepare students for a career in the management field, and become effective management professionals in our society. The programme goal is to train students for management entry positions while laying a solid foundation of knowledge expertise for executive positions in all aspects of industry. The programme is characterised by its holistic approach to business training, one that provides students with advanced management knowledge, while aiming at fostering students' ability to work as a corporate team player and demonstrate an entrepreneurial business instinct.

## What Will You be Expected to Achieve 期望達到的成效

### 1. Core concepts, values and skills:

Students will master management concepts, values and skills for business including strategy development, critical thinking and problem solving using creative and logical analytical skills.

### 2. Appropriate tools and technologies:

Students will apply tools and technologies appropriate to the business activities, systems and possesses in which they work.

### 3. Lifelong Learners:

Students will apply theoretically based practical education to the work environment while becoming successful lifelong learners.

### 4. Leadership:

Students will provide leadership while functioning as team, group and organisation members to accomplish goals.

### 5. Legal and Ethical Values:

Students will exercise care by considering the legal, ethical and human value implications of personal, social and business activities, as well as the significance of business trends to the larger society.

### 6. Effective Communication Skills:

Student will communicate clearly and effectively in the verbal and written forms and styles appropriate for the management profession.

### 7. Intercultural Competence:

Students will commit to learn and practice management skills that will develop competencies required to live in a global community.

## Academic Content 學術內容

A1	Apply contemporary Management theories and practices in the context of decision-making in Planning, Organising, Leading and Controlling in business and management of people and organisation.
A2	Knowledge and understanding of analytical tools used to analyse and interpret managements problems, challenges and risks in a changing world.
A3	Communicate clearly and effectively in verbal and written forms and styles appropriate for the Management profession in a global community.

Disciplinary Skills- able to 學科技能

B1	Demonstrate proficiency in the use of business-related software applications and numerical techniques to analyze business problems across a range of business domains that affects current and future business operations.
B2	Describe the impact of social, cultural, financial, eco-political, legal and human factors in Macao and globally.
B3	Analyse and think critically and present effective justification of recommended actions, and persuasive messages with the intention to affect the perceptions of audience and other recipients.

Attributes 特徵

C1	Demonstrate competency to act independently or as a group, and to lead and support team mates with integrity and uphold professional ethical standards.
C2	Manage their needs to develop competency to enhance their skills sets and knowledge domain by consistently attending training workshops and seminars, or engaging in further studies.
C3	Aspire to uphold professional ethical standards and corporate social responsibilities.

How Will You learn? 如何學習

Depending on the purpose of each course's intended learning outcomes, the teaching methodology employed varies. They can be classified into a mix of the following teaching activities:

- Lecture
- Tutorial
- Assignment
- Group project
- In-class Q&A discussion and quiz
- Laboratory exercise and coaching

One-way communication which mainly employs lectures, tutorials and illustrations is considered to be effective for theories, concepts, and new knowledge related courses. Two-way or interactive communication is used in tutorial discussions. In-class Q&A discussion and quiz, laboratory exercise and coaching are used to build up logical thought and then analytical work. These teaching methods are and will be used throughout the programme structure as the instructors see fit in delivering expected outcomes of the programme.

## How Will You Be Assessed? 如何評核

To ensure effective learning of course materials, students of the Management programme are assessed, in general, on an ongoing basis as they are learning, and will be examined comprehensively at the end of each course. Basically, the assessing methodology includes term tests (written or laboratorial), assignments and projects, and final examination (written or laboratorial), depending on individual course requirements. Assessments are designed in accordance with the programme goals to achieve certain desirable outcomes as a result of training under the programme. This includes course knowledge, logical thinking and analysis ability, ethics and social obligation, business knowledge, team building knowledge and skills, language and communication skills, contemporary Management knowledge and application skills expected to be possessed by the Management profession.

### Academic Year of Study 1 第1學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
Principles of Accounting I	ACCT1100	3	Compulsory	1	Semester 1
Principles of Accounting II	ACCT1110	3	Compulsory	1	Semester 2
Introduction to Business	BUSS1100	3	Compulsory	1	Semester 1
Principles of Management	BUSS1110	3	Compulsory	1	Semester 2
Business Software Applications	COMP1100	3	Compulsory	1	Semester 1
Business Computing with Internet Applications	COMP1110	3	Compulsory	1	Semester 2
Microeconomics	ECON1100	3	Compulsory	1	Semester 1
Macroeconomics	ECON1110	3	Compulsory	1	Semester 2
English I	ENGL1101	3	Compulsory	1	Semester 1
English II	ENGL1102	3	Compulsory	1	Semester 2
Putonghua I *	MAND1101	3	Elective	1	Semester 1
Putonghua II *	MAND1102	3	Elective	1	Semester 2
French I *	FREN1101	3	Elective	1	Semester 1
French II *	FREN1102	3	Elective	1	Semester 2
Japanese I *	JAPN1101	3	Elective	1	Semester 1
Japanese II *	JAPN1102	3	Elective	1	Semester 2
Portuguese I *	PORT1101	3	Elective	1	Semester 1
Portuguese II *	PORT1102	3	Elective	1	Semester 2

\*Students are required to attend Level I and II of the same language subject.

Putonghua I / Portuguese I / French I / Japanese I (Select one language subject)

Putonghua II / Portuguese II / French II / Japanese II (Select one language subject)

### Academic Year of Study 2 第2學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科種類	Academic Year of Study 學習之學年	Semester 學期
English III	ENGL2101	3	Compulsory	2	Semester 1
English IV	ENGL2102	3	Compulsory	2	Semester 2
Business Finance	FINA2120	3	Compulsory	2	Semester 2
Human Resources Management	HHRM2120	3	Compulsory	2	Semester 2
Business Law	LLAW2120	3	Compulsory	2	Semester 1
Business Mathematics	MATH2100	3	Compulsory	2	Semester 1
Business Statistics	MATH2110	3	Compulsory	2	Semester 2

Small Business Management	MGMT2130	3	Compulsory	2	Semester 2
Principles of Marketing	MRKT2100	3	Compulsory	2	Semester 1
Tourism Management	TOUR2120	3	Compulsory	2	Semester 1
Elective subject I		3	Elective	2	Semester 1
Elective subject II		3	Elective	2	Semester 2

#### Academic Year of Study 3 第3 學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科 種類	Academic Year of Study 學習之學年	Semester 學期
Corporate Governance and Social Responsibility	BUSS3120	3	Compulsory	3	Semester 1
Business Research Methods	BUSS3130	3	Compulsory	3	Semester 2
Business Communication	COMM3120	3	Compulsory	3	Semester 1
English V	ENGL3101	3	Compulsory	3	Semester 1
English VI	ENGL3102	3	Compulsory	3	Semester 2
Organisational Behaviour	MGMT2120	3	Compulsory	3	Semester 2
Operations Management	MGMT3120	3	Compulsory	3	Semester 1
Total Quality Management	MGMT3130	3	Compulsory	3	Semester 1
Knowledge Management	MGMT3140	3	Compulsory	3	Semester 1
Leadership Principles and Practices	MGMT3150	3	Compulsory	3	Semester 2
Retail Management	MRKT3120	3	Compulsory	3	Semester 2
Customer Relationship	MRKT3170	3	Compulsory	3	Semester 2

#### Academic Year of Study 4 第4學年

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科 種類	Academic Year of Study 學習之學年	Semester 學期
English VII	ENGL4101	3	Compulsory	4	Semester 1
English VIII	ENGL4102	3	Compulsory	4	Semester 2
Change Management	MGMT4120	3	Compulsory	4	Semester 1
Cross Cultural Management	MGMT4130	3	Compulsory	4	Semester 1
Strategic Management	MGMT4140	3	Compulsory	4	Semester 1
Crisis Management	MGMT4150	3	Compulsory	4	Semester 2
Selected Topics in Management	MGMT4160	3	Compulsory	4	Semester 2
Business Policy	MGMT4170	3	Compulsory	4	Semester 2
Graduation Report I	MGPO4100	4	Compulsory	4	Semester 1
Graduation Report II	MGPO4110	4	Compulsory	4	Semester 2

#### Elective subjects

Course Title 科目名稱	Course Code 科目編號	Credits 學分	Course Selection Status 選科 種類	Academic Year of Study 學習之學年	Semester 學期
Cost Accounting	ACCT3130	3			
Business, Government and Society	BUSS0130	3			
Environmental Management System	BUSS0131	3			
World Regional Geography	GEOG0110	3			

Macao History and Culture	HIST0110	3			
Macao Basic Law	LLAW0120	3			
Business Chinese	MCCO0140	3			
Event Management	MGMT0140	3			
Management Information Systems	MMIS0140	3			
Introduction to Public Administration	PADM0120	3			
Introduction to Psychology	PSYC0110	3			
Introduction to Sociology	SOCI1130	3			

#### What Are the Entry Requirements? 入學條件

1. Secondary School Graduates(Form 6), or According to article 28 of the Higher Education Law of RAEM, article nº9, applicants of age 25 or above and with special ability conditions, need not comply with the above mentioned point 1. Upon successful completion of the entrance examination, the applicant will be eligible to further his/her studies in a higher diploma programme offered by MPI. All those who complete 25 years of age before September 1st will also be eligible to participate in the entrance examination.  
(Note: According to article 4 of Decree-Law 26/2003, the participants who have completed their secondary studies out of Macao, need the recognition of MPI's Academic Qualification Recognition Committee before they are eligible to register.)
2. Have passed the medical examination.

#### How Do We Listen and Act on Your Feedback? 如何聽取及回應學生的回饋

(1) A student tutoring system is set up to listen and help students for students of each school year; (2) Weekly office hours are available for consultation and advice; (3) School level and programme level dialogs are/and will be held each semester. Information and opinions from these sources will be channelled back to the School Director and/or Coordinator for meetings to discuss possible solutions and improvements.

#### Academic Support 教學支援

Other than soliciting student feedback as described above, tutoring and office hours are also used to coach for their academic difficulties. In addition, there are many other student supports: English writing clinics on a weekly basis; Scholarship opportunities; coaching and training for competition at school and national levels; new student orientation meeting with handbook and handouts; e-learning platform for communication between teachers and students online; access to e-journal and periodical subscriptions; Wi-Fi campus and computer labs, etc.

#### programme-specific Rules and Facts 課程特定的規則及內容

N/A

### Specific Support for Disabled Students 對於殘障學生的特殊支援

Macao Polytechnic Institute has in place an institution-wide policy to ensure that all student needs are taken care of and a supportive and accessible learning environment is maintained. When cases of special needs are notified or identified, special arrangements are made on a case-by-case basis with the joint effort of the programme and several student support services of the Institute, such as the Registry, the Student Affairs Office, the Computer Services Centre, etc. to provide the necessary support.

### Links With Employers, Internship Opportunities and Transferable Skills

#### 與僱主關係、實習機會及可轉移技能

Each semester, the school of business has arranged various types of extra-curricular activities to invite professional bodies, professionals and senior level business executives to share their experience to attending students. At the end of each school year, the school has hosted meeting with its industrial advisory board to discuss and solicit needs of the businesses, and training opportunities.