

Modules Information

The Fundamental Theories of Management

Learning outcomes:

On successful completion of this module, students should be able to:

- Explain the basic concepts of Management
- Understand the evolution of the theories' of management
- Describe the four functions of Management
- Understand the techniques of Management

Syllabus

- Definition of Management
- Understanding Management functions
 - Planning
 - Controlling
 - Leading
 - Organizing
- Understanding Management technique
 - Motivation
 - Delegation
 - Communication
- Decision making

Lesson Plan

Session	Subject
1	An Introduction to Management
2	A brief review of evolution of Management Theories
3	Basics concept of planning
4	Basics concept of controlling
5	Basics concept of organizing
6	Basics concept of leading
7	How to make decision
8	Motivating people
9	How to delegate
10	Basic communication
11	Students' Presentation
12	Examination

Recommended Textbook

Principle of Management, 2nd edition, Qinghua University Publisher

The Fundamentals of Mathematics

Learning outcomes:

On successful completion of this module, students should:

- Understand the basic concepts of Mathematics
- Solve problem in a quantitative manner
- Demonstrate a logical way in analysing problem
- Be prepared for higher level of learning

Syllabus

- Set and set theory
- Functions and graphs
- Inequalities; the modulus function
- Logarithmic and exponential functions
- Permutations and combinations
- Trigonometrical functions
- Differentiation
- Integration
- Probability

Lesson Plan

Session	subject
1	Set and set theory
2	Functions and graphs
3	Inequalities; the modulus function
4	Logarithmic and exponential functions
5	Permutations and combinations
6	Trigonometrical functions
7	Differentiation
8	Integration
9	Probability (1)
10	Probability (2)
11	Students' presentation
12	Examination

Recommended Textbook

'Basic Mathematics, Author: Wang Qixue and others, Published by: Hua Zhong KeJi University'.

Understanding E-Commerce

Learning outcomes:

On successful completion of this module, students should

- Understand the basic concepts of E-Commerce
- To apply what they learn to daily life
- To appreciate the impact of E-Commerce in human environment
- To view the business world in a more wider sense

Syllabus

- Introduction to Electronic Commerce
- Structure of E-commerce
- Modes of E-commerce
- Application of E-commerce
- Electronic Data Interchange - EDI
- Website and development of Website
- Electronic payment systems
- Security and safety of E-commerce
- E-commerce and Logistics

Lesson Plan

Session	Subject
1	Introduction to Electronic Commerce
2	Structure of E-commerce
3	Modes of E-commerce
4	Application of E-commerce
5	Electronic Data Interchange - EDI
6	Website and development of Website
7	Electronic payment systems
8	Security and safety of E-commerce
9	E-commerce and Logistics
10	E-commerce and Supply Chain Management
11	Students' Presentation
12	Examination

Recommended Textbook

Introduction to Ecommerce by Huang Xiao, Publisher: Qing Hua University

The Principles of Logistics

Learning outcomes:

On successful completion of this module, students should:

- Understand the basic concepts of logistics
- Describe the 14 activities of logistics
- Appreciate the contribution of logistics in the economics
- Understand how logistics affect our lives

Syllabus

- Logistics Concept
- Development of Logistics
- The classification of logistics
- Enterprise logistics
- International logistics
- Logistics enterprise
- Logistics information technology
- Incoterms
- Supply Chain Management

Lesson Plan

Session	Subject
1	Logistics Concept
2	Development of Logistics
3	The classification of logistics
4	Enterprise logistics
5	International logistics
6	Logistics enterprise
7	Logistics information technology
8	Incoterms
9	Logistics and Value Chain
10	Supply Chain Management
11	Students' Presentation
12	Examination

Recommended Textbook

'Fundamental Modern Logistics' by Wei Jigang and others, Published by: Hai Tian Publisher.

Business Statistics

Learning outcomes:

On successful completion of this module, students should

- Understand the basic concepts of business Statistics
- Use mathematical and logical approaches to address problems
- Appreciate how Statistics help us to explain a certain issues
- Apply statistics in solving quantitative problems

Syllabus

- Introduction to Statistics
- Data Collection
- Graphs, Pareto Diagrams and Stem-and-leaf Displays
- Frequency Distribution and Histograms
- Bivariate Data
- Probability
- Discrete random variables
- The normal distribution
- Samples
- Linear combinations of random variables
- Continuous random variables

Lesson Plan

Session	Subject
1	Introduction to Statistics
2	Data Collection
3	Graphs, Pareto Diagrams and Stem-and-leaf Displays
4	Frequency Distribution and Histograms
5	Bivariate Data
6	Probability
7	Discrete random variables
8	The normal distribution
9	Samples
10	Continuous random variables
11	Students' Presentation
12	Examination

Recommended Textbook

'Probability and Statistics', William Mendenhal, Thomson

Sociology

Learning outcomes:

On successful completion of this module, students should:

- Understand the basic concepts of sociology
- Develop an informed viewpoint the different issues in our society
- Appreciate how society impact the nation in whole
- Widen our viewpoints in dealing with social problems

Syllabus

- Concept of Sociology
- Concept of Culture
- Analysis of Group
- Socio Group
- System of Family
- Religions
- Educational and Economic System
- Political System
- Group Behaviour
- Society

Lesson Plan

Session	Subject
1	Concept of Sociology
2	Concept of Culture
3	Analysis of Group
4	Socio Group
5	System of Family
6	Religions
7	Educational and Economic System
8	Political System
9	Group Behaviour
10	Society
11	Students' Presentation
12	Examination

Recommended Textbook

'Fundamental of Sociology', edited by Liu Shujiang, Ren Min Wei Sheng Chu Ban She

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