



## Course Syllabus (Academic Year 2020)

School of Interdisciplinary Studies, Kanchanaburi Campus, Mahidol University

- 1. Course No. and Title** : KAGE260 Administration and Organization Management  
**Credit (study hours)** : 3 (3-0-6)
- 2. Program Name** : Bachelor of Business Administration in Management
- 3. Course Module** : General Education  
**Pre/co-requisite** : .....-.....
- 4. Class Semester** : 2<sup>nd</sup> Semester Academic Year 2020
- 5. Class Schedule & Venue**: 13:30 – 16:30 AM, Room 2215
- 6. Class Coordinator** : Dr. Pawintana Charoenboon  
Contact No. : 09-8915-1615  
Email: [pawintana.cha@mahidol.ac.th](mailto:pawintana.cha@mahidol.ac.th), [pawintana9@gmail.com](mailto:pawintana9@gmail.com)

### 7. Course Description

Principles of management, the roles of managers in planning, organizing, leading, controlling, concept and strategic processing management, business environment analysis, elements of strategic planning, determination of vision, mission, business goals, determination of strategic on organization level, strategy implementation, marketing functional concept, building and managing human resource, team management, assessment and control in order to achieve the organization goals.

### 8. Course Objectives / Course Learning Outcomes (CLOs)

No.	Objectives / CLOs	Expected Skills / Knowledge			PLOs
		Specific	Generic	Knowledge	
8.1	Explain the crucial roles of Manager and impacts of Organizational Environment	S3	G4	K2	1
8.2	Explain the functions of Management.	S2	G12	K2-K3	3

No.	Objectives / CLOs	Expected Skills / Knowledge			PLOs
		Specific	Generic	Knowledge	
8.3	Explain the governmental policies and regulations relating to business in Thailand and many countries.	S5	G4	K2	3
8.4	Demonstrate the use of communication skill and show cooperative teams.		G10, G13 G15		4, 5

## 9. Class Instructor List

9.1 Name : Dr. Pawintana Charoenboon Contact No. : 09-8915-1615

Email : pawintana9@gmail.com, pawintana.cha@mahidol.ac.th

## 10. Course Outline

Week	Date	Contents	CLOs	Teaching & Learning	Instructor's Names
1	19 Jan 2021	Introduction & orientation and distribute assignment	8.1, 8.2	Lecture, Q&A	PC
2	26 Jan 2021	The Evolution of Management Thought	8.1, 8.2	Lecture, Discussion, Practice	PC
3	2 Feb 2021	Organizational Environment Analysis	8.1, 8.2, 8.3	Lecture, Discussion, Practice	PC
4	9 Feb 2021	Decision Making	8.1, 8.2	Lecture, Discussion, Practice	PC
5	16 Feb 2021	Marketing Functional Concept	8.1, 8.2	Lecture, Discussion, Practice	PC

Week	Date	Contents	CLOs	Teaching & Learning	Instructor's Names
6	23 Feb 2021	Planning and Strategy	8.1, 8.2	Lecture, Discussion, Practice	PC
7	2 Mar 2021	Organizing	8.1, 8.2	Lecture, Discussion, Practice	PC
8	9 Mar 2021	Term paper progress Presentation	8.4	Presentation	PC
9	Mid-term Examination (15 - 19 March 2021)				
10	23 Mar 2021	Business Model	8.1, 8.2	Lecture, Discussion, Practice	PC
11	30 Mar 2021	Building and Managing Human Resource	8.1, 8.2, 8.3	Lecture, Discussion, Practice	PC
12	20 Apr 2021	Team Management	8.1, 8.2	Lecture, Discussion, Practice	PC
13	27 Apr 2021	Leadership	8.1, 8.2	Lecture, Discussion, Practice	PC
14		Motivation <b>(Make-up class)</b>	8.1, 8.2	Lecture, Discussion, Practice	PC

Week	Date	Contents	CLOs	Teaching & Learning	Instructor's Names
15		Controlling (Make-up class)	8.1, 8.2	Lecture, Discussion, Practice	PC
16	11 May 2021	Term paper Report / Presentation	8.4	Presentation	PC
17-18	Final Examination Final Examination (13 - 25 May 2021)				

## 11. Course Assessment

No.	Methods / Activities	Regulations	CLOs	Week	Weight Distribution (%)
11.1	Mid-term exam	Examination for 3 hours (Closed book)	8.1, 8.2	8	30
11.2	Final exam	Examination for 3 hours (Closed book)	8.1, 8.2, 8.3	17-18	30
11.3	Assignments	Group assignment	8.1, 8.2, 8.3	1-7, 10-15	10
11.4	Reports	Group assignment	8.1, 8.2, 8.3, 8.4	16	20
11.5	Class participation	will be announced in the class	8.4	1-7, 10-15	10
				<b>Total</b>	<b>100</b>

## 12. Grading System

Criterion-referenced evaluation

Grade	Score	Grade	Score	Grade	Score	Grade	Score
A	≥ 80 %	B	70 – 74.99%	C	60 – 64.99%	D	50 – 54.99%
B+	75 – 79.99%	C+	65 – 69.99%	D+	55 – 59.99%	F	< 50 %

Norm-referenced evaluation

\*If use both criterion and norm-referenced evaluation, please tick two boxes.

### 13. References

13.1 Gareth R. Jones, Jennifer M. George and Charles W.L Hill. (2018). Essentials of Contemporary Management. (7<sup>th</sup> ed.). Boston: McGraw-Hill.

13.2 Ricky W. Griffin. (2008). Management. (9<sup>th</sup> ed.). Boston: Houghton Mifflin Company.

13.3 Robert Kreitner. (2009). Principles of management. (11<sup>th</sup> ed.). New York: South-Western/Cengage Learning.