



Introduction to Management Syllabus

MAN2021, Summer 2021, May17 - June 18

Course & Instructor Information

Instructor: Jim Zhang

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Office Hours: By Appointment

Contact Hours: 45

Credits: 3

Course Description

This course emphasizes the study of the four fundamental functions of management: planning, leading, organizing and controlling and their application to business decision-making. Connections will be made between the planning process and the controlling function to evaluate organizational performance. The course also studies theoretical principles of management, communication concepts, human resource management, organizational structures as well as motivational theory. Principles will be applied to entrepreneurial, corporate and international organizations.

Prerequisites

No corequisites or prerequisites.

Textbook Information

Management: A Practical Introduction, Angelo Kinicki, Brian Williams, 6th Edition

ISBN: 978-0078029547

Measurable Course Objectives

Measurable Course Objectives are outcomes students are expected to achieve by the end of the course.

- Compare and contrast the various schools of management and describe the evolution of management.
- Explain the concept of management and why management is needed within an organization.
- Define the managerial functions of planning, organizing, leading and controlling.
- Explain the importance of decision making and how it is present in all four functions of management.
- Describe the difference between managing and leading.
- Solve managerial problems and case studies.
- Evaluate the various styles of leadership and how these styles motivate personnel.
- Describe the difference between managing and leading.
- Explain the steps in the hiring process of new personnel.
- Discuss the process utilized in appraising employees.
- Summarize the basic control process and its relationship to the planning function.
- Explain how information technology and the Internet might affect the company's strategy.
- Discuss the differences in various organizational structures; define the difference between line vs. staff functions.
- Discuss the impact of downsizing on span of control.

Collegewide Student Learning Outcomes

The Collegewide Student Learning Outcomes assessed and reinforced in this course include the following:

- Communication
- Critical Thinking

- Scientific and Quantitative Reasoning
- Information Literacy
- Global Sociocultural Responsibility

Course Requirements

- Required weekly textbook reading
- Required discussion participation
- Required course assignments to be completed before the due date
- Required well preparation for the class

Makeup Policy

You will be allowed to make up work for full credit only under extreme circumstances (such as a documented, serious health-related emergency).

Cheating will not be tolerated. This includes giving or receiving aid on a quiz or exam and plagiarizing the work of others (including your classmates). There will likely be homework or in-class work that will allow for collaboration, but all work you turn in must be in your own words.

Grading Policy

Your grade will be based on assignments, quizzes, and exams.

Quizzes:	Four quizzes	20%
Exams:	Four exams	40%
<u>Assignments:</u>	<u>Four assignments</u>	<u>40%</u>
Total		100%

Quizzes: For this course, there will be four quizzes worth 20% of your total grade.

Exams: For this course, there will be four exams worth 40% of your total grade.

Assignments: For this course, there will be four assignments worth 40% of your total grade.

Grading Scale

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

“**A**” grades are given for outstanding work. You are doing extremely well. The student has exceeded expectation.

“**B**” grades are given for above average work. You are doing very well. Improvements will be toward higher refinements of concept.

“**C**” grades are given for average work. You are meeting an acceptable level or expectation. Improvements will be towards acceptable levels of project requirements.

“**D**” grades are given for below average work. You are under-achieving in quality and/or motivation. Improvements will be towards acceptable level of project requirements.

“**F**” grades are given for failure. You are not reaching the expected level for college work. Improvements are to review goals, seek assistance and increase efforts.

Academic Integrity

As members of the Seminole State College of Florida community, students are expected to be honest in all of their academic coursework and activities.

Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to

acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action that ranges from denial of credit for the assignment or a grade of "F" on a specific assignment, examination or project, to the assignment of a grade of "F" for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.

Course Outline

Please note that this outline is meant to give an overview of the major concepts of this course. Changes may occur in this calendar as needed to aid in the student's development.

WEEK 1

- Introduction to the course
- Chapter 1: The Exceptional Manager
- Chapter 2: Management Theory
- Chapter 3: The Manager's Changing Work Environment & Ethical Responsibilities
- Chapter 4: Global Management

WEEK 2

- Chapter 5: Planning
- Chapter 6: Strategic Management
- Chapter 7: Individual & Group Decision Making
- Quiz #1 & Exam #1

WEEK 3

- Chapter 8: Organizational Culture, Structure, & Design
- Chapter 9: Human Resource Management
- Chapter 10: Organizational Change & Innovation
- Quiz #2, Exam #2

WEEK 4

- Chapter 11: Managing Individual Differences & Behavior
- Chapter 12: Motivating Employees
- Chapter 13: Groups & Teams
- Quiz #3, Exam #3

WEEK 5

- Chapter 14: Power, Influence, & Leadership
- Chapter 15 Interpersonal & Organizational Communication
- Chapter 16 Control Systems & Quality Management
- Quiz #4 Exam #4

Course Schedule

First Week

- Syllabus Overview and mind mapping.
- Read the chapter 1-4 and create mind maps.
- What it is?
- Four principal Functions
- Three levels of Management
- Manager's Roles
- The 7 Challenges, Skills Needed & Start up
- Historical & Contemporary
- Operations Management
- Quality Management
- Inside and Outside of Stakeholders
- Ethic & Values
- Social Responsibilities & Corporate Governance
- Globalization
- Regional Economic Cooperation
- Cultural differences

Assignment :

Write five 5 questions from each Chapter 1, 2, 3,4 Please make sure you do not repeat the questions that have already appeared on the textbook. Read the ALL questions from two of your classmates and post your replies and responses to them.

Read chapters 5-7 and create mind maps.

Second Week

- Planning and Uncertainty
- Fundamentals of Planning
- SMART Goals
- Control Cycle
- Strategic Planning
- SWOT Analysis
- Three core processes of Business
- Execution
- China's Trade Disputes
- Rational & Nonrational decision making
- Evidence Based decision making
- Styles , Barriers , Ethical
- Case Studies
- Starbucks to close all U.S. stores for Training

Assignment :

Write five 5 questions from each Chapter, 5, 6,7. Please make sure you do not repeat the questions that have already appeared on the textbook. Read the ALL questions from two of your classmates and print it your replies and responses to them.

Read chapters 8-10 and create mind maps.

Third Week

- How to work with others
- Organization Culture
- High-performance cultures
- Organizational Structure and design
- Basic types of Org. design& Best structure
- Strategic HRM
- Legal requirements of HRM
- Recruitment
- Orientation
- Effective workforce
- Performance appraisal
- PTDD
- Labor issues
- Nature of Change in ORG.
- Fear & Resistance
- Organizational Development
- Promoting Innovation

Assignment :

Write five 5 questions from each Chapter 8, 9 and 10. Please make sure you do not repeat the questions that have already appeared on the textbook. Read the ALL questions from two of your classmates and print it your replies and responses to them.

Read chapters 11-13 and create mind maps.

Fourth Week

- Personality & Individual Behavior
- Values, attitudes & Behavior
- Perception & Individual Behavior
- Work related attitudes
- Diversified workforce
- Stress & Individual Behavior
- Motivating for performance
- Content Perspectives on Employee motivation
- Process perspectives
- Job design perspectives on Motivation
- Reinforcement perspectives on motivation
- Groups versus teams
- Stages of group and team development
- Building effective teams
- Managing conflict

Assignment :

Write five 5 questions from each Chapter 11, 12, 13. Please make sure you do not repeat the questions that have already appeared on the textbook. Read the ALL questions from two of your classmates and print it your replies and responses to them.

Read chapters 14-16 and create mind maps.

Fifth Week

- Wielding influence
- Trait Approaches
- Behavioral Approaches
- Contingency Approaches
- Full Range Model
- Four Additional perspectives
- Communication process
- Barriers
- Improving communication
- Managing for productivity
- Control
- Levels and areas of control
- Financial tools for control
- TQM
- Control effectively

Assignment :

Write five 5 questions from each Chapter 14, 15, 16. Please make sure you do not repeat the questions that have already appeared on the textbook. Read the ALL questions from two of your classmates and print it your replies and responses to them.