

1102M301

Introduction to Management

Instructor: TBA

Time: Monday through Friday (June 26, 2023-July 28, 2023)

Office Hours: 2 hours (according to the teaching schedule)

Contact Hours: 60 (50 minutes each)

Credits: 4

E-mail: TBA

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.

Required Textbook(s)

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

ISBN: 978-0078029547

Course Hours

The course has 25 sessions in total. Each class session is 120 minutes in length. The course meets from Monday to Friday.

Course Objectives

- 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.

Course Schedule

Please note that the schedule is meant to give an overview of the major concepts 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

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

The instructor will use the grading system as applied by JNU:

Definition	Letter Grade	Score
Excellent	A	90~100
Good	B	80~89
Satisfactory	C	70~79
Poor	D	60~69
Failed	E	Below 60

Attendance

Attendance is mandatory in the class. It would be recorded each class and forms part of students' participation record. Students should inform the instructor at the earliest opportunity if they need to ask for a leave. All absences may have negative effect on students' final grades. Any students with more than three unexcused absences will automatically fail the course.

Academic Integrity

As members of the Jinan University academic community, students are expected to be honest in all of their academic coursework and activities. Academic dishonesty, includes (but is not limited to) cheating on assignments or examinations; plagiarizing, i.e., misrepresenting as one's own work any work done by another; submitting the same paper, or a substantially similar paper, to meet the requirements of more than one course without the approval and consent of the instructors concerned; or sabotaging other students' work within these general definitions. Instructors, however, determine what constitutes academic misconduct in the courses they teach. Students found guilty of academic misconduct in any portion of the academic work face penalties that range from the lowering of their course grade to awarding a grade of E for the entire course.