



2060772 Introduction to Management Syllabus

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Title: Professor

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Office Hours: Wednesday Morning 8:30-9:30, or by appointment

Course Description

This course introduces the core content of management science; and it is kernel course for Business Administration majors. This course deals with the knowledge of the discipline of management. It is a combination of business implementation, management and communication technology. This course mainly refers to the latest cases studies at domestic and abroad. In many concepts and management patterns, the latest and most representative cases of success or failure are selected. Different project scenarios and different methods are used to achieve project success. At the same time, case study as well as article reading is important for learning this subject. It supplemented by classroom interaction and to integrate case to analyze.

This course is suitable for the Management class, which requires students to have the theoretical basis for an overview of management, and has a certain capacity for business budget, implementation and evaluation.

Prerequisites

None, College English, ethical courses Preferred

Course Objectives and Outcomes

During this course students will:

1. Students should understand the basic concept of management.
2. Understand the basic basic management principal.
3. General management rule and basic methods to various of organizational management activities.
4. Students should master management skills and negotiation ability
5. Students should know the steps in project management

6. Students should understand the life cycle of project management.
7. Students should be able to thoroughly understand the management principles such as SMART, PDCA, SWOT and 5W2H.
8. Students have a basic understanding of PMBok, ISO and other management concepts and future development.
9. Students will try to learn how to be a global manager.
10. Human Resource management, Foundations of individual behavior
11. Communications, leadership, motivations.
12. Operation control and quality management control
13. Changes, Innovation and Decision making process
14. Contemporary and classical management
15. Social Responsibility and Ethics
16. Management practice
17. Case studies

Course Requirements

- Students are graded on group discussion, written assignments and exams as outlined in the course schedule.
- Students will be required to attend all classes and participate in classroom discussions
- In-class writing projects must be submitted.
- There will be a series of quizzes, two projects and a final examination covering all course material

Required Text(s)

Text:	Management
ISBN:	9787302495680
Author(s):	Stephen P. Robbins, Mary Coulter
Publisher:	Pearson 12 th Edition, 2018

Required Materials

- Internet connection and computer for research and access to recommended reading and websites
- Standard Microsoft suite of productivity applications

Useful Website(s)

<http://www.mymanagementlab.com/>

Grading Policy

Grade computation

ASSIGNMENTS	Percentages
Term Project	20%
Group presentation	20%
Attendance and discussion	20%
Final Exam	40%
Total	100%

Grading Scale

Grade	Numeric Value	Standard
A	90-100	Excellent
B+	85-89	
B	80-84	Good
C+	75-79	
C	70-74	Average
D**	60-69	Min. Passing
F	Below 60	Failure

Changes to the Syllabus

The instructor reserves the right to modify this syllabus at any time. Such changes will be announced during class meetings. You are responsible for ensuring that your syllabus is current.

Writing Style

Ensure the use of correct, formal or professional English in all papers, assignments, presentations, emails, and discussion items. References must follow the American Psychological Association (APA) style in the body of the paper and at the end in the references sections.

Academic Integrity and Plagiarism

All students are expected to observe the rules and regulations of SJQU. Academic honesty and ethically appropriate behavior is expected from all students.

The faculty, departments, or division of the College may impose sanctions on students who commit the following academic integrity violations: cheating, plagiarism, obtaining unfair advantage, forgery of transcripts, and other related acts. Sanctions may include a "0" or failing grade on the assignment, a failing grade for

the course, suspension, or dismissal from the College. For the full text of the policy on academic integrity see Academic Dishonesty Policy in your Jianqiao Catalog. Also consult the APA Manual for more general academic, legal and ethical guidelines.

To avoid plagiarism follow these guidelines:

9. If you use someone else's words put quotation marks around them and credit the source.
10. If you paraphrase someone else's words, or use their ideas in your own words, credit the source.
11. Examine APA Manual and SJQUs guidelines.
12. If you are not sure about copying, or have any concerns at all, please ask! Contact your instructor for help!

An additional article on how to avoid plagiarism and improve the originality of your paper is included in the Resources section.

Course Policies

Refer to the course policies section in education plan program, for more information of Gench's academic and student support services policies and procedures, including academic assistance, academic honesty, disability support services, absences and lateness, discrimination and harassment.

Course Schedule

Sessi on	Week	Topics	Chapte rs	Deliverable Due
1, 2	Week 1	Course outline Management & Administration The World of Management Foundation of Managment and Organization	1	
3, 4 5,6	Week 1	Constraints and Challenges for Global Manager PDCA , SMART , SWOT , SERVICE	2	paper assignment
7, 8	Week 2	Global Management : understanding of Global environment, doing business worldwide	3	
9, 10 11,12	Week 2	Diverse workforce , workplace , challenging in making diversity, diversity initiative.	4	Group discussion
13, 14	Week 3	Social responsibility and ethics Green management and sustainability	5	

		Managers and Ethical Behavior		
15, 16 17,18	Week 3	Decision Making Decision making processing Types of decisions and decision making conditions Effective decision making	6	Article Review
19,20	Week 4	Change and Innovation Change process Types of Organizational change Reorg and contemporary in managening change Stiulating Innovation	7	
21,22 23,24	Week 4	Foundation of Planning Goals and Plans Setting goals and developing plans Contemporary issues in Planning	8	
25,26	Week 5	Managing Strategy Strategic Management Corporate Strategies Competitive strategies Current strategic Mgmt issues	9	Article Review
27,28 29,30	Week 5	Foundations of Control The control process Controlling Organizational and employee performance Contemporary issues in control	10	
31,32	Week 6	Foundations of Organizational design Work specialization Departmentalization Chain of command Contingency factors	11	Assignment 2
33,34 35,36	Week 6	Contemporary Organization design Organizing for Collaboration Flexible work arrangements	12	
37,38	Week 7	Human Resource Management Identifying and selecting competent employee Providing employees with needed skills and knowledge Retaining Competent, high performace employees	13	
39,40 41,42	Week 7	Groups and Teams Groups and group development Work group performance and satisfaction Turning group into effective teams	14	presentation
43,44	Week 8	Leading Personality and Perception Leading Attitudes and job perfromance	15	
45,46	Week 8	Communication The nature and fuction of communication Effective interpersonal communication Information techonology and	16	

		communications		
47,48	TBD	All topic review	All	Final Exam

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