

# **Introduction to Management Syllabus**

**MAN2021 , Summer 2019, June 24 - July 26**

## **Course & Faculty Information**

**Lecturer:** TBA

**E-mail:**TBA

**Time:** Monday through Friday

**Teaching hour:** 45 (1.8 contact hours each day)

**Office hours:** 2 hours (According to the teaching schedule)

**Credit:** 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.

## **Textbook Information**

*Management: A Practical Introduction*

Author: Angelo Kinicki, Brian Williams

ISBN: 978-0078029547

Publisher: Mcg/create

Edition: 6th

## **Collegewide Student Learning Outcomes**

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

- Communication
- Critical Thinking
- Information Literacy
- Global Sociocultural Responsibility

# 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.

# Grading Policy

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

Quizzes:	Four quizzes	200 points
Exams:	Four exams	600 points
Assignments:	Four assignments	200 points
<b>TOTAL</b>		<b>1000 points</b>

### 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 60% of your total grade.

### Assignments:

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

Attendance:

**Students are required to attend all classes.**

## **Grade Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Below 60%

## **Course Schedule**

### **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

Assignment #1 & Quiz #1

### **WEEK 2**

Chapter 4: Global Management

Chapter 5: Planning

Chapter 6: Strategic Management

Exam #1

### **WEEK 3**

Chapter 7: Individual & Group Decision Making

Chapter 8: Organizational Culture, Structure, & Design

Chapter 9: Human Resource Management

Chapter 10: Organizational Change & Innovation

Assignment #2 & Quiz #2

Exam #2

## **WEEK 4**

Chapter 11: Managing Individual Differences & Behavior

Chapter 12: Motivating Employees

Chapter 13: Groups & Teams

Assignment #3 & Quiz #3

Exam #3

## **WEEK 5**

Chapter 14: Power, Influence, & Leadership

Chapter 15 Interpersonal & Organizational Communication

Chapter 16 Control Systems & Quality Management

Assignment #4 & Quiz #4

Exam #4

## **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.

## First Week

Dates	Monday	Tuesday	Wednesday	Thursdays	Friday
06/24	Ice-breaker activity  Syllabus Overview	What it is?  Four principal Functions	Three levels of Management  Manager's Roles	Group Discussions	Case Studies The Best-Performing CEOs in the World 2017
06/25	The 7 Challenges  Skills Needed	Start up	Historical & Contemporary 1	Group Discussions	Presentations My favorite CEO
06/26	Historical & Contemporary 2	Historical & Contemporary 3	Historical & Contemporary 4	Group Discussions	Presentations My favorite CEO
06/27	Operations Management	Quality Management	Inside and Outside of Stakeholders	<b>Guest Speaker</b>	Presentations My favorite CEO
06/28	Ethic & Values	Social Responsibilities	Corporate Governance	Group Discussions	Presentations <b>Quiz 1 !</b>
Assignment	<p>Write five 5 questions from each Chapter 1, 2, 3. Please make sure you do not repeat the questions that have already appeared on the textbook.</p> <p>Read the ALL questions from two of your classmates and print it your replies and responses to them.</p>				

## Second Week

Dates	Monday	Tuesday	Wednesday	Thursdays	Friday
7/01	Globalization	International Management	Expand Internationally	Group Discussions	Case Studies China's Trade Disputes
7/02	Regional Economic Cooperation 1	Regional Economic Cooperation 2	Regional Economic Cooperation 3	Group Discussions	Presentations WTO EU
7/03	Cultural differences	Planning	Fundamentals of Planning	Group Discussions	Presentations ASEAN APEC
7/04	SMART Goals	Control Cycle	Strategic Planning	Guest Speaker	Presentations NAFTA CAFTA
7/05	SWOT Analysis	Three core processes of Business	Execution	Group Discussions	Presentations Exam1!
Assignment	<p>Write five 5 questions from each Chapter 4, 5, 6. Please make sure you do not repeat the questions that have already appeared on the textbook.</p> <p>Read the ALL questions from two of your classmates and print it your replies and responses to them.</p>				

### Third Week

Dates	Monday	Tuesday	Wednesday	Thursdays	Friday
7/08	Rational & Nonrational decision making	Evidence Based decision making Styles	Barriers Ethical	Group Discussions	Case Studies Starbucks to close all U.S. stores for training
7/09	How to work with others	Organization Culture  High-performance cultures	Organizational Structure and design	Group Discussions	Presentations
7/10	Basic types of Org. design & Best structure	Strategic HRM	Legal requirements of HRM	Group Discussions	Presentations
7/11	Recruitment Orientation	Effective workforce Performance appraisal	PTDD Labor issues	Guest Speaker	Presentations
7/12	Nature of Change in ORG. Fear & Resistance	Organizational Development	Promoting Innovation	Group Discussions	Quiz 2 ! Exam 2 !
Assignment	<p>Write five 5 questions from each Chapter 7, 8, 9 and 10. Please make sure you do not repeat the questions that have already appeared on the textbook.</p> <p>Read the ALL questions from two of your classmates and print it your replies and responses to them.</p>				

### Forth Week

Dates	Monday	Tuesday	Wednesday	Thursdays	Friday
7/15	Personality & Individual Behavior	Values, attitudes & Behavior	Perception & Individual Behavior	Group Discussions	Case Studies TBA
7/16	Work related attitudes	Diversified workforce	Stress & Individual Behavior	Group Discussions	Presentations
7/17	Motivating for performance	Content Perspectives on Employee motivation	Process perspectives	Group Discussions	Presentations
7/18	Job design perspectives on Motivation	Reinforcement perspectives on motivation	Groups versus teams	Guest Speaker	Presentations
7/19	Stages of group and team development	Building effective teams	Managing conflict	Group Discussions	Presentations Quiz 3 ! Exam 3
Assignment	<p>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.</p> <p>Read the ALL questions from two of your classmates and print it your replies and responses to them.</p>				



### Fifth Week

Dates	Monday	Tuesday	Wednesday	Thursdays	Friday
7/22	Wielding influence	Trait Approaches	Behavioral Approaches	Group Discussions	Case Studies TBA
7/23	Contingency Approaches	Full Range Model	Four Additional perspectives	Group Discussions	Presentations
7/24	Communication process	Barriers	Improving communication	Group Discussions	Presentations
7/25	Managing for productivity	Control	Levels and areas of control	Group Discussions	Presentations
7/26	Financial tools for control	TQM	Control effectively	Wrap up	Quiz 4 ! Exam 4!
Assignment	<p>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.</p> <p>Read the ALL questions from two of your classmates and print it your replies and responses to them.</p>				