



Course Information	
Course Title : MGT101-Introduction to Management	Semester : Winter 2019
Class Hours: Monday through Friday, 160 minutes each day	
Discussion Section: 3 hours each week	Field Trip: According to professors' teaching plan
Prerequisites	
Principles of Microeconomics, and Principles of Macroeconomics. Those who have not met those prerequisites must obtain a permission from the course instructor in order to take this course.	
Textbooks and Reference	
Required Texts: <i>Fundamentals of Management</i> (10th edition), 2016, by Stephen Robbins, Mary A. De Cenzo, and David A. De Cenzo (Authors). Pearson, ISBN-13: 978-0134237473	
Course Outcomes	
Successful completion of the course will allow students to:	
<ol style="list-style-type: none"> 1.critically analyze the organization behaviors and incentives or driving force behind them; 2.understand some fundamental principles of management and observe how they are at work; 3.understand the dynamics in healthy organizations as well as in failed organizations; 4.understand the role of leadership; how to make it more efficient; 5.understand various theories of motivation, and leadership; 6.understand real options, their valuation, and corporate risk management; 7.understand the importance of effective communications and motivations; 8.foster the capability of critical thinking; and 9.use various quantitative tools such as break-even, decision trees, ratio analysis, linear programming. 	
Course Description	
This course is designed as an introduction to some of the important principles in the science of management, and operations in an organization. It will cover various functions of management such as planning, organizing, staffing, leading, controlling and motivating employees.	



The goal of the course is to prepare students to become constructive contributors to an organization as a manager or as a general stakeholder or participant. Students will gain an understanding of the general functions of an organization, its behavior, incentives, workplace ethics, and how to face a variety of management challenges. We will also study the role of technology in the management science and the impact of fast growing or changing phases of globalization. Students will learn how to conduct their analysis in a critical and independent fashion when they meet some real world challenges.

Weekly Schedule (Jan. 7 – 26, 2019)

Week	Day	Topic
1	1	Introduction to managers and management
	2	The managerial environment
	3	The foundations of decision making
	4	Planning and its foundations
	5	The structure and design of organizations
2	1	Human resources (HR): managing HR efficiency, risks, and morale
	2	Foundations of individual behavior
	3	Managing change and innovation
	4	Understanding groups and work teams; review
	5	Mid-term Exam (in class)
3	1	Motivation and rewarding employees
	2	Discussion: issues with staffing
	3	Leadership and trust
	4	Communication and interpersonal skills
	5	Foundations of control; course review
Jan. 27 or 28		Final Exam (in class)

Note:

- The course schedule is subject to change (please follow the announcements in class). If time permits, we will also cover miscellaneous topics based on students' interests.
- The instructor will offer 3 hours of discussion or help session each week and students are encouraged to seek extra help by making arrangements with the instructor or the teaching assistant.

Grading



Attendance and participation	20%
Pop quizzes and homework	10%
Midterm exam	30%
Final exam	40%
Total	100%

Upon completion of this course, you receive a final grade. A final grade is a letter grade that carries with it a numerical value, as outlined below.

Grade	Percentage
A	80-100
B	70-79
C	60-69
D	50-59
E	0-49

Policy on Absence

Students are required to attend classes and participate actively. Quizzes are not announced in advance. Generally speaking, there will be no make-up offered for missed exams or quizzes. If your absence is justified, you are expected to bring the relevant document to the instructor. It is at the instructor's discretion whether your absence is excusable or not. In practice, missing more than 3 classes will make your learning very difficult. Not taking an exam will result in an F as the final course grade.

Exams

We will have two major exams – the midterm exam and final exam. The final exam will be cumulative, i.e., covering all the material covered in class. However, about 80% will be allocated to cover the topics post the midterm exam.

Academic Integrity

We strictly follow the academic ethics codes of the school. Academic integrity is unconditionally upheld in this course. All assignments, quizzes and exams are to be completed independently. However, active discussion and team spirit are encouraged in appropriate context, for example, before and after you complete an assignment, in preparation of the quizzes and exams, reviewing a topic or studying it in advance, etc. Cheating and plagiarism in any fashion are absolutely unacceptable. Upon verification, violators will lose points commensurate with the violation up to failing the course.

Disability accommodation



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Any student who needs special accommodation due to the impact of a disability should contact the instructor and/or the university within the first week of the class.