



MGT 2110: Introduction to Management

2021 Winter Session	
Total Class Sessions: 25 Class Sessions Per Week: 6 Total Weeks: 4 Class Session Length (Minutes): 145 Credit Hours: 4	Instructor: Staff Classroom: TBA Office Hours: TBA Language: English

Course Description:

This is an introductory management course. Students will learn the fundamental concepts and principles in management. Topics covered include: evolution of management principles, strategic management, organizational design, performance management, managing innovation and growth, global management, building a socially responsible organization, managing the diverse organization, and creating a motivating work environment.

Course Assignments:

Quizzes:

Throughout the semester, students will have seven in-class quizzes. The formats include group work, mini-papers, multiple choices and True/False. Two lowest in-class writing grades of the semester will be dropped. In-class writing assignments cannot be made up.

Midterm Exam:

These exams will be based on concepts covered in class and problems in the homework assignments. The 2 midterm exams will be in-class, close-book and non-cumulative.

Team Project:

Overview

The team project entails preparing and delivering a presentation that (1) identifies a particularly good, bad or ugly action (or set of actions) taken by an organization or its members in the last year (i.e. between September 2014-September 2015), and (2) analyzes that action using management theories and concepts from our course. A “good” action is one that has positive implications for employees or stakeholders such as customers, suppliers, or society at large. A “bad” action is one that has negative implications for employees or stakeholders. An “ugly” action is one that is intentional, systematic, and morally reprehensible.

Purpose

The team project is designed to (a) provide you with an opportunity to apply management theories and concepts to a contemporary issue in a real organizational setting of your choice; (b) offer you practice working in a team, and (c) offer you an opportunity to stand up and deliver a formal presentation in front of a group in a safe and supportive classroom environment.

**Timeline:**

- Check point 1: You will form a team of 3-5 students within your own recitation section to work on the presentation and email the team member list to instructor.
- Check point 2: Your team will submit a two-part progress report for review by your TA. The first part of the report will consist of a 1-2 page outline of your team presentation. The second part of the report will consist of a 2-3 page description describing (a) two examples of what is working well in your team's efforts; (b) two examples of what is not working well; and one example of how each of the latter issues can be improved..
- Check Point 3: Your team in full will meet with the instructor to discuss the progress report content.
- Check point 4: Team presentations held in class. Team member evaluations will also be due this week (details to be provided later in the term). Each team will be allocated about 12 minutes to present. The presentation occurs for 10 minutes, followed by a brief question-and-answer period (2 minutes).

NOTICE: more detailed timeline of project will be announced in course schedule and fixed later during the semester depending on the actual progress.

Exams:

The final will be cumulative to allow you to demonstrate the breadth of knowledge you've acquired throughout the semester. The final exam will be close-book. The final exam is worth 35% of the total final score. Note that the final will not be taken during the normal class times. Exact time and location for final will be announced in the last week of sessions.

Course Assessment:

Top 5 Quizzes	10%
Midterm Exam 1	15%
Midterm Exam 2	15%
Team Project	25%
Final Exam	35%
Total	100%

Grading Scale (percentage):

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
98-100	93-97	90-92	88-89	83-87	80-82	78-79	73-77	70-72	68-69	63-67	60-62	<60

Course Materials:

1. **Course Pack:** all required readings for this course will be covered in the course pack. This is a mandatory course material.
2. **Textbook:**



MGMT 11,

Chuck Williams, 11th edition.

Course Format and Requirements:

The course is in the format of lecture, together with reading assignment and case study. Familiarizing with the course material before class, you will gain a better understanding the information presented during lecture. Because the class will move quickly, you will be responsible for learning as much as possible. Students are strongly encouraged to ask questions on things you did not understand.

Regular class presence is required. Attentive participation and informed discussions are critical to the learning process; they make classes more interesting and enjoyable for all the students. Students are encouraged to volunteer substantive comments and questions freely.

Attendance:

Attendance is important because all quizzes will be the first priority in class and there is no made-up quiz.. Arriving late may cause you to miss a quiz, impacting your performance assessment.

Academic Integrity:

Students are encouraged to study together, and to discuss lecture topics with one another, but all other work should be completed independently.

Students are expected to adhere to the standards of academic honesty and integrity that are described in the Chengdu University of Technology's *Academic Conduct Code*. Any work suspected of violating the standards of the *Academic Conduct Code* will be reported to the Dean's Office. Penalties for violating the *Academic Conduct Code* may include dismissal from the program. All students have an individual responsibility to know and understand the provisions of the *Academic Conduct Code*.

Special Needs or Assistance:

Please contact the Administrative Office immediately if you have a learning disability, a medical issue, or any other type of problem that prevents professors from seeing you have learned the course material. Our goal is to help you learn, not to penalize you for issues which mask your learning.

Course Schedule:

Class 1:

Intro to Management

Reading: syllabus

Motivation and Rewards

Reading: Rewarding

Class 2:



Motivation and Rewards (Cont.)

Reading: Retaining Younger Workers

Case Study 1: Michael Simpson

Class 3:

Quiz 1

Job Design and Diversity

Reading: Grouping Tasks into Jobs

Class 4:

The silent language

Team project sign-ups

Class 5:

Decision-Making and Ethics

Reading: Science of Evil

Class 6:

Quiz 2

Decision-Making and Ethics (Cont.)

Reading: Hidden Traps in Decision-Making

Case study 2: Best of Intentions

Project Check Point 1:

Project Team Decision Results

Class 7:

Persuasion and Negotiation

Reading: Interpersonal Influence

Class 8:

Quiz 3

Persuasion and Negotiation (Cont.)

Reading: Six Habits of Merely Effective Negotiators

Groups and Teams

Class 9:

Groups and Teams (Cont.)

Reading: Discipline of Teams

Discussion on project



Class 10:
Midterm 1

Class 11:
Groups and Teams
Reading: B Players

Class 12:
Case Study: Learning Team #28

Project Check Point 2:
Team progress report

Class 13:
Quiz 4
Coordination and Conflict
Reading: Consensus-Building Techniques

Class 14:
Coordination and Conflict; Reading Taking the Stress Out

Class 15:
Networks
Reading: Company behind the Charts

Class 16:
Quiz 5
Networks (cont.)
Reading: How to Build Your Network

Project Check Point 3:
Team in full will meet with the instructor to discuss the progress report content

Class 17:
Strategy and Competition
Reading: Five Competitive Forces

Class 18:
Strategy and Competition (Cont.)



Reading: Analyzing the External Environment

Class 19:
Midterm 2

Class 20:
Leading Change
Reading: Why Transformation Efforts Fail

Class 21:
Quiz 6
Leading Change
Reading: Change or Die

Class 22:
Structure and Culture

Class 23:
Grouping Jobs into Functions and Divisions

Class 24:
Quiz 7
Case #4: Zappos

Project Check point 4:
Team presentations held in class. Team member evaluations will also be due this week

Class 25:
Summary of the semester;
Review for FINAL

Final Exam (Cumulative): TBA