



Hunan University MGTS 101: Introduction to Management

Professor: To be announced
Total contact hours: 54 hours
Credit: 4

Course Description

This course features new and in-depth coverage of sustainability, ethics, corporate social responsibility and new case studies from local and international businesses. It also covers the concepts essential to management in the 21st century in a fresh and lively format that's perfectly suited to a typical introductory learning. Many topics are covered in this course, such as evolution of management, management environment, organizational strategy, managing quality and operations, managing people and performance, leadership, entrepreneurship, planning and control.

Required Material

Management: The Essentials by Stephen Robbins, David De Cenzo, 2nd Edition, Pearson;

Introduction to Management by John R. Schermerhorn, Daniel G. Bachrach. John Wiley & Sons Inc.
ISBN: 1118951182

Grading

- Homework Assignments 10%
- Quizzes 20%
- Group Project 10%
- Midterm 25%
- Final Exam 35%

A+ 96-100	A 90-95	A- 85-89
B+ 82-84	B 78-81	B- 75-77
C+ 71-74	C 66-70	C- 62-65
D 60-61	F < 60	

Course Schedule

The course has 24 class sessions in total. All sessions are 2 hours and 15 minutes in length.



Note: the course outline and required readings are subject to change.

Class 1:

Introduction to the course and syllabus-related materials
Managers and Management

Class 2:

The Managerial Environment

Class 3:

External Environment and Organizational Culture

Class 4:

Entrepreneurship and Small Business Management

Class 5:

Foundations of Decision Making

Class 6:

The Decision-Making Process

Class 7:

Foundations of Planning

Class 8:

Organizational Structure and Design

Class 9:

Managing Human Resources

Class 10:

Managing Change and Innovation

Class 11:

Ethical Behavior and Social Responsibility

Class 12:

Midterm

Class 13:

Essentials of Leadership

Class 14:

Foundations of Individual Behavior



Class 15:
Understanding Groups and Managing Work Teams

Class 16:
Chapter 10: Motivating and Rewarding Employees

Class 17:
Fundamentals of Planning

Class 18:
Fundamentals of Control

Class 19:
Organizational Change and Development

Class 20:
Leadership and Trust

Class 21:
Communication and Interpersonal Skills

Class 22:
Group Project: Students need to write a 3,000-word report on the strategic role of HR in modern organizations

Class 23:
Discussion
Overall Review

Class 24:
Final Exam

Attending Policy

Regular and prompt attendance is required. Under ordinary circumstances, you may miss two times without penalty. Each absence over this number will lower your course grade by a third of a letter and missing more than five classes may lead to a failing grade in the course. Arriving late and/or leaving before the end of the class period are equivalent to absences.

Policy on "Late Withdrawals"

In accordance with university policy, appeals for late withdrawal will be approved ONLY in case of medical emergency and similar crises.



Academic Honesty

Hunan University expects all students to do their own work. Instructors will fail assignments that show evidence of plagiarism or other forms of cheating, and will also report the student's name to the University administration. A student reported to the University for cheating is placed on disciplinary probation; a student reported twice is suspended or expelled.

General Expectations:

Students are expected to:

- Attend all classes and be responsible for all materials covered in class and otherwise assigned;
- Complete the day's required reading and assignments before class;
- Review the previous day's notes before class and make notes about questions you have about the previous class or the day's reading;
- Participate in class discussions and complete required written work on time;
- Refrain from texting, phoning or engaging in computer activities unrelated to class during the class period;
- While class participation is welcome, even required, you are expected to refrain from private conversations during the class period.

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.