

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2022 Fall (Sep 5, 2022— Jan 16, 2023)
<u>Course Name</u>	Introduction to Management and Business
<u>Course Code</u>	BC101
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	2
<u>Course Hours</u>	30
<u>Prerequisites</u>	None
<u>Instructor</u>	Xiangyu You (Lucy You)/ Yue Wang(Luna)
<u>Contact Information</u>	Office Room: C204 E-mail: you xiangyu@cueb.edu.cn/ wang yue@cueb.edu.cn Office Number:(010)83951123
<u>Office Hour</u>	Lucy You(W:15:00-17:00,TH: 11:35-12:20, F:13:30-15:05) Luna(M:14:20-17:00,T:9:55-10:40,W:9:55-11:30)
<u>Learning Centre</u>	Lucy You(T:18:00-20:00 线上, TH:13:30-16:10) Luna(TH:13:30-15:05, TH:18:00-20:00 线上)
<u>Grade/Section</u>	2022IT/2022CFA/2022BA
<u>Course Time/Place</u>	2022IT—TH:9:55-11:30/A204 2022CFA—W:8:00-9:35/A105 2022BA—T:15:25-17:00/5#109

Textbook

Stephen P. Robbins& Mary Coulter. Management, 14th ed. Pearson Education Asia Ltd., 2021
[ISBN978-7-302-56973-2]

Reference Book

- 1.Journals: "Harvard Business Review" and"Economist"
- 2.Documentaries: "The Power of Companies"

Course Description

This course's aim is to familiarize students with the different aspects of management. The course covers topics about four functions of management: planning, organizing, leading and controlling. This is a foundation course where students are exposed to plenty of concepts that will be used in their future education and business career.

Student Learning Objectives

After learning this course, the students will be able to:

Knowledge:

Identify the four basic function of management;

Illustrate management concepts in the business;

Capability

Analyze and analyze how to manage change and innovation, foundations of planning, organizational design human resources and motivate employees;

Mindset

Develop/synthesize a good overall idea of the different aspects of business, with a special understanding on how a manager relates to the business entity.

Website Source

www.mymanagementlab.com; www.businessweek.com

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

Grade Criterion

Component	Weight	Description
FinalExam	20%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-TermTest	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 15 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	15%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the

		related resources to the teacher before the presentation.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performance should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0-59

Exam Schedule

Midterm Test : Oct.31 – Nov.4 , 2022

Final Exams: Jan.9- 13, 2023

Assessment of Student Performance

☛ Self-Study and Reading Ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☛ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☛ Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.

♦ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly.

but students are welcome to continue attending classes.

♦ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ♦ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ♦ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ♦ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

☞ Textbook

Students must bring the Teaching notes to class.

Topical Course Outline

Week	Topics	Homework
4	Chapter 1- Managers and You in the Workplace	Exercise
5	National Day	
6	Chapter 1- Managers and You in the Workplace Chapter 2- Making Decisions	—
7	Quiz	—
8	Chapter 2- Making Decisions Chapter 5: Managing Diversity	Exercise
9	●Midterm Test	—
10	Chapter 5: Managing Diversity	
11	Chapter 6:Managing Social Responsibility and Ethics	Exercise
12	Chapter 6:Managing Social Responsibility and Ethics Chapter 7: Managing Change and Disruptive Innovation	—
13	Chapter 7: Managing Change and Disruptive Innovation	Exercise
14	Quiz	—

15	Chapter 9: Managing Strategy	—
16	Chapter 9: Managing Strategy	Exercise
17	Presentation	—
18	Final review	—

Note: Some chapters or sections may be assigned for self-study. It is the student's duty to read, learn and understand these materials, and they may also be included in the quizzes or exams.

Teacher's Office Hour

- ♦ The instructor's office hour is shown in the front of the office door.
- ♦ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Fall Semester, 2022	September 5, 2022— January 16, 2023
Sep.18	Registration (Freshmen)
Sep.26	Classes Begin (Freshmen)
Oct.1	National Day
Oct.31 – Nov.4	Midterm Test
Jan.9-13 , 2023	Final Exam Period (Freshmen)
Jan.16	Winter Vacation Begins

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: _____

Department Head: _____

