

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	Spring (Freshman)
<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>	32
<u>Prerequisites</u>	None
<u>Instructor</u>	Lucy You
<u>Contact Information</u>	Office Room C204 Office Number:(010)83951123 E-mail: you xiangyu@cueb.edu.cn
<u>Office Hour</u>	T: 10:00-12:00 W: 9:00-10:00 TH: 8:00-10:00 F:13:00-14:00
<u>Learning Centre</u>	T: 13:30-15:30 T: 18:00-20:00
<u>Grade/Section</u>	2021IT/A104
<u>Course Time/Place</u>	TH: 10:10-12:00
<u>Textbook</u>	

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	Assessment
Attendance	10%	Please refer to Attendance Policy below
Participation	10%	Frequency and quality of class participation
Homework	15%	Submitting homework on time to the standards required by the instructor
Quizzes	15%	Short in-class quizzes
Presentation	10%	Prepare a presentation on a given topic
Mid-Term Test	20%	An hour closed-book test
Final Exam	20%	Two hours closed-book exam

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

Letter	Grade	Points	Description
A+	4.0	97–100	Awarded for high performance in class and assessments as a result of a mastery of subject matter. A+ students show originality and go beyond
A	4.0	93–96	

A-	3.7	90–92	course expectations. Normally awarded to a minority of students.
B+	3.3	87–89	Awarded for a good understanding of course content and for showing the skills needed to work with the course materials. Full participation to a satisfactory standard is required. B+ students show a more complex understanding and application of the materials. Normally awarded to the largest number of students.
B	3.0	83–86	
B-	2.7	80–82	
C+	2.3	75–79	Awarded for demonstrating an adequate comprehension of the course material. The basic requirements of the course have been met C+ students show a better understanding of the materials.
C	2.0	70–74	
D	1.0	60–69	Awarded for showing the minimal command of the course and minimal participation that is worthy of course credit.
F	0.0	0–59	After the completion of the course requirements, the work is inadequate and unworthy of course credit.

Exam Schedule

Midterm Test: Nov.1–5 (tentative)

Final Exam: Jan 10-14

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

Date	Topics	Homework/ Readings
Week One:		
	Chapter 1- Managers and You in the Workplace	
Week Two:		
	Chapter 2- Making Decisions	
Week Three:		
	Chapter 5: Managing Diversity	
Week Four:		
	Chapter 6: Managing Social Responsibility and Ethics	
Week Five:		
	Term Quiz 1	
Week Six:		
	Chapter 7: Managing Change and Disruptive Innovation	
Week Seven:		
	Chapter 9: Managing Strategy	
Week Eight:		
	Chapter 12: Managing Human Resources	
Week Nine:		
	Midterm exam	
Week Ten:		

	Chapter 13: Creating and Managing Teams	
Week Eleven:		
	Chapter 16: Motivating Employees	
Week Twelve:		
	Quiz 2 revision	
Week Thirteen:		
	Chapter 17: Being an Effective Leader	
Week Fourteen:		
	Presentation	
Week Fifteen:		
	Q&A	

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

Sep.27	Classes Begin (Freshmen)
Oct.1	National Day
Nov.1-5	Midterm Test (tentative)
Jan.1, 2022	New Year's Day
Jan.10-14	Final Exam Period (Freshmen)
Jan.17	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: _____

