

Principles of Management Course Syllabus

Course Chinese Title: 《管理学原理》		Course Category (Compulsory/ Elective) : Compulsory
Course English Title: <i>Principles of Management</i>		
Total Hours/ Hours Per Week/ Credit(s): 48/ 4/ 3		Lab Practice/ Practical Hours: 0
Prerequisites: None		
Teaching Time: 10:25-12:00, Tuesday, Week 5-16; 10:25-12:00, Thursday, Week 5-16		Classroom: Room 3402, Guancheng Campus
Class: 2020 Economics and Finance (Financial Management Industry-University International Program)		
College: School of Economics and Management		
Instructor Name/ Academic Title: Zheng Ning/ Lecturer		
Office Hour: Tuesday 08:30-10:00 at 3313 Guancheng Campus; by appointment		
Course Assessment Method: Open book () Close book (<input checked="" type="checkbox"/>) Report () Other ()		
Required Textbook: 管理学编写组. 《管理学》 (马克思主义理论研究和建设工程重点教材). 【M】. 北京: 高等教育出版社, 2019 年.		
Supplementary Materials: Robbins, S.P. Management (12th Edition)[M].Beijing: Tsinghua University Press.,2018.		
Course Description: It is to introduce students to four functions of management: planning, organizing, leading and controlling for establishing and accomplishing business objectives. Changes in management practice, social responsibility, business ethics, etc. will also be examined.		
Course Objectives: I.Knowledge Objectives LO1:To learn management basics. LO2:To increase the awareness of effectiveness and efficiency. II.Skill Objectives LO3:To apply managerial skills to daily life and career planning. LO4:To describe and analyze Chinese businesses with attention to global events.		The correlation between this course and the development of students' core abilities (Only to fill in this column if the course is for science and engineering majors) : <input type="checkbox"/> LOs 1. <input type="checkbox"/> LOs 2. <input type="checkbox"/> LOs 3. <input type="checkbox"/> LOs 4. <input type="checkbox"/> LOs 5. <input type="checkbox"/> LOs 6.

III.Quality Objectives								
LO5:To acquire and demonstrate critical thinking skill in business.								
LO6:To be responsible for the country, for the society.								
Course Plan								
Week	Topic	Instructor	Hours	Expected Learning Outcomes	Instructional Mode	Activities	Assignment	Supporting Course Objectives
5	Introduction	Zheng N.	2	Focus: Management functions Difficulty: Definition of management	Blending	Lecture Discussion	Read <i>The Three Skills of an Effective Administrator</i>	LO1, LO2
5	Management History 1	Zheng N.	2	Focus: Scientific management Difficulty: Application of SM Ethical and Political Leanings 1: Providing Chinese examples of management to nurture the sense of proud and love of China	Blending	Lecture Discussion	Read Chinese examples of management	LO1, LO2, LO5, LO6
6	Management History 2	Zheng N.	2	Focus: General Administrative Difficulty: Ideal Bureaucracy	Blending	Lecture Discussion	Compare life and theories of Taylor and Fayol	LO1, LO2
6	Management History 3	Zheng N.	2	Focus: Hawthorne Studies Difficulty: Behavior approach	Blending	Lecture Discussion	Preview	LO1, LO2
7	Decision Making 1	Zheng N.	2	Focus: Decision process Difficulty: Decision approaches	Blending	Lecture Discussion	Apply theories to analyze while choosing university	LO1, LO2, LO3
7	Decision Making 2	Zheng N.	2	Focus: Decision conditions Difficulty: Minimax choice	Blending	Lecture Discussion	Exercise: Quantitative methods	LO1, LO2
8	Decision	Zheng N.	2	Focus: Decision biases	Blending	Lecture	Exercise:	LO1, LO2

	Making 3			Difficulty: Decision biases		Discussion	Quantitative methods	
8	Planning1	Zheng N.	2	Focus: Goals vs. plans Difficulty: MBO Ethical and Political Leanings 2: Setting goals: to learn to serve China, to link life with China	Blending	Lecture Discussion	Setting goals in the coming 4 years	LO1, LO2, LO3, LO4, LO5, LO6
9	Planning2	Zheng N.	2	Focus: Scheduling Difficulty: PERT	Blending	Lecture Discussion	Exercise: PERT	LO1, LO2
9	Planning3	Zheng N.	2	Focus: Breakeven analysis Difficulty: Breakeven analysis	Blending	Lecture Discussion	Exercise: Breakeven analysis	LO1, LO2
10	Planning4 : Exercise	Zheng N.	2	Focus: Planning tools Difficulty: Planning tools	Blending	Lecture Discussion	Exercise: Planning tools	LO1, LO2
10	Strategy 1	Zheng N.	2	Focus: PEST, 5 Forces Difficulty: PEST Ethical and Political Leanings 3: Discussing state policies to adapt personal goals with national needs	Blending	Lecture Discussion	Read state, provincial, local policies	LO1, LO2, LO3, LO4, LO5, LO6
11	Strategy 2	Zheng N.	2	Focus: Competitive strategies Difficulty: Corporate strategies	Blending	Lecture Discussion	Analyze individual core competence	LO1, LO2, LO3, LO4
11	Midterm exam	Zheng N.	2	Midterm exam	Blending	Lecture Discussion	Review and preview	
12	Organizational Design (OD) 1	Zheng N.	2	Focus: Key element1-3 in OD Difficulty: Departmentalization	Blending	Lecture Discussion	Analyze Three Departments and Six Ministries system	LO1, LO2
12	Organizational	Zheng N.	2	Focus: Key element4-6 in OD	Blending	Lecture	Preview Contemporary OD	LO1, LO2,


	Design (OD) 2			Difficulty: Authority vs. responsibility		Discussion		LO3, LO6
13	Organizational Design (OD) 3	Zheng N.	2	Focus: Contemporary OD Difficulty: Project management	Blending	Lecture Discussion	Compare traditional and contemporary OD	LO1, LO2, LO5, LO6
13	Motivation 1	Zheng N.	2	Focus: Early theories 1 Difficulty: Hierarchy of needs	Blending	Lecture Discussion	Apply Hierarchy of Needs theory to analyze daily life	LO1, LO2, LO3, LO5
14	Motivation 2	Zheng N.	2	Focus: Early theories 2 Difficulty: Two-factor theory	Blending	Lecture Discussion	Apply Two-factor theory to analyze daily life	LO1, LO2, LO3, LO5
14	Motivation 3	Zheng N.	2	Focus: Contemporary theories Difficulty: Equity theory	Blending	Lecture Discussion	Understand means of equity	LO1, LO2, LO3, LO5
15	Leading 1	Zheng N.	2	Focus: Early theories Difficulty: Leadership styles	Blending	Lecture Discussion	Read 2cases of power abuse	LO1, LO2, LO3, LO5
15	Leading 2	Zheng N.	2	Focus: Contemporary theories Difficulty: The Fiedler Model	Blending	Lecture Discussion	Read life of one leader in China	LO1, LO2, LO3, LO6
16	Controlling	Zheng N.	2	Focus: Process Difficulty: Tools	Blending	Lecture Discussion	Review the whole book	LO1, LO2, LO3, LO5
16	Review	Zheng N.	2	Review	Blending	Lecture Discussion	Be prepared for the final exam	
Total:			48					
Assessment and Grading								
Assessment Method			Evaluation Criteria			Percentage (%)	Supporting Course Objectives	
Attendance and participation			Students cannot incur more than two unexcused absences for whole semester. Students should participate every in-class discussion and experiment.			10%	LO3, LO6	
Assignment			All assignments should complete by yourself.			40%	LO1, LO2, LO3, LO4, LO5	

	Late assignments will be accepted without penalty only in cases of legitimate absences and only if the student has contacted the lecturer in advance regarding the reasons for the late assignment. If you miss a class, you must get previous class material from one of your student contacts. See the rubrics of assessment event for the detailed of evaluation.		
Final exam	Keys to the final exam	50%	LO1, LO2, LO3, LO4, LO5,LO6
Total	100%		

Syllabus Submission Date: August 23, 2020

School Reviewal:

Approved

Signature: 

Date: 2020.08.29