

Principles of Management

BMGT 1327

3 credits

CRN: 14850

SPRING 2018

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COURSE DESCRIPTION

Principles of Management - This is an introductory management course that tries to stimulate the student to develop a basic understanding of management, its practices and its techniques. It also allows the student to become familiar with concepts and terminology that will be useful in many managerial situations.

COURSE TEXTBOOKS

M: Management 3rd edition by Thomas Bateman and Scott Snell. 2012. McGraw-Hill/Irwin. ISBN: 9780078029523

Program Student Learning Outcomes (PSLOs)

- Identify essential management skills necessary for career success
- Describe the relationship of social responsibility, ethics, and law in business
- Construct a business plan
- Examine the role of strategic human resource planning in support of organizational mission and objectives
- Describe the impact of corporate culture and atmosphere on employee

Student Learning Outcomes (SLO)	Learning Objectives (LO)
1. Explain and apply the various theories, processes, and functions of management	1.1. Describe the basic functions of management. 1.2. Identify where in an organization managers are located. 1.3. Describe the roles managers adopt to perform the basic functions of management. 1.4. Explain what managers can do to behave in a socially responsible manner
2. Apply theories to a business environment	2.1. Identify the major components of an organization's general environment. 2.2. Describe the different levels of planning in an organization. 2.3. Explain the difference between strategic, tactical, operating, and unit plans. 2.4. Describe the different integrating mechanisms managers can use to achieve coordination within a firm, and explain the link between

	strategy, environment, and integrating mechanisms.
3. Describe elements of the communication process.	3.1. Discuss the important of two-way communication. 3.2. Describe when and how to use the various communication channel. 3.3. Summarize how to deal with work communication grapevine.
4. Identify roles of leadership in organizations.	4.1. Identify ways to improve the validity of employment interviews. 4.2. Describe four-drive theory and explain how these drives influence motivation and behavior. 4.3. Define empowerment and identify strategies to support empowerment. 4.4. Identify the main sources of managerial power. 4.5. Explain how the right approach to leadership might be influenced by important contingencies.

COURSE STRUCTURE

1. Chapter Learning Objectives: Each week contains Chapter Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the chapter.
2. Written Lectures: Each Unit contains a Written Lecture, which discusses lesson material.
3. Reading Assignments: Each Unit contains Reading Assignments from one or more chapters from the textbook. Chapter presentations are provided in each Unit study guide as Supplemental Reading to aid students their course of study.
4. Study Guides: are intended to guide students in their course of study. Students should pay particular attention to Study Guide as they represent important concepts within the unit material and reading.
5. Key Terms: Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the end of each chapter.
6. Unit Assessments: Students are required to submit for grading Unit Assessments at the end of each Unit. Specific information and instructions regarding these assessments are provided below.
7. Short Paper: The Research Paper is due in week 15. Information and instructions regarding this assignment are provided below. Students should work on this assignment throughout the duration of the course to ensure they have plenty of time to complete it. This is team assignment.
8. Ask the Lecturer(s): Email communication account provides you with an opportunity to ask your lecturer general or course content related questions.
9. Midterm/Final Exam: Students are to take the course midterm/final exam as scheduled.

Course evaluation

Attendance & Participation, Presentation (5%)	10%
4 in-class writing test, 5% each	20%

Case Study + Presentation (5%)	20%
Mid-term Exam	20%
Final Exam	30%

Percentage Grade	Letter Grade	Note
90 – 100	A	Pass
80 – 89	B	Pass
70 – 79	C	Pass
60 – 69	D	Pass
0 – 59	F	Fail

HOW TO COMPLETE THE COURSE

In-class study

There are 12 weeks (48 hours) that cover the academic subject areas. Attendance is strongly recommended because students will achieve beneficial and practical information related to their further careers. In addition, mid-term exam, final exam and presentations will test students' knowledge and ability on issues covered in the lectures.

Attendance & Participation

Student should participate all the class and contribute to the lesson. Each student group has to choose a chapter to do a presentation in the class. The lecturer will assign the topic to the group at week two.

Mid-term & Final exam

Exam	Exam Type	Duration (Minutes)	Point
Multiple Choices	Closed book	120	60
Short Questions/ Essay			40

In-class tests:

Students are required to do 4 essay-tests during the program. Each test will cost 5%. These tests will not be noticed in advance.

Case Study

The Case Study will be conducted in-group. Each group of 3 to 5 students will write an essay report of maximum 2500 words which a minimum contribution of 500 words per member. Then, the group report will be presented in front of the class on the last session day.

The paper would be expressed in font Time New Romans, size 12, line spacing 1.5. Deadline is on the last session day. Late work means 0. All of you will present your report. The presentation should last around 15-20 minutes (excluding Q&A part) with the participation of all group members.

Criteria for presentation	Standards
Speaking speed	Not too fast, not too slow
Attire	Appropriate
Time management	10-15 minutes for presentation (not including Q&A section)
Power point slides	Good design & layout
Pronunciation	Accurate, clear, loud enough
Professional Manner	Proper gesture, face expression, eye contact, audience control
Content	Quality of the content presented, quality of the answers

Rules of the Road

1. Please be punctual. Otherwise, you will get an L in attendance book!

2. There should be no talking or phone ring whilst the instructor is speaking. It is rude and disturbs other students. Pass a note or going out for answering phone calls if necessary.

3. Academic Dishonesty Policy will be in effect through all exams and written assignments. Make certain you understand and adhere to them. Especially, don't commit PLAGIARISM under any circumstances. If you are caught to plagiarize, you will get a 0 and even an F for the whole course in case of recommitment. If you use any information from the internet, this must be referenced or you will be penalized.

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by SaigonTech officials against a student accused of scholastic dishonesty. The penalties are regulated clearly in "Policy no.2 about Plagiarism, SaigonTech catalogue 2015" which will be available in SaigonTech's website soon. Please read my PowerPoint on "Cheating and Plagiarism" and the following policies for more details about Academic Dishonesty Policy:

Acts of plagiarism include but are not limited to:

- Submit other people's works to get points (Nộp bài làm của người khác để lấy điểm cho mình).
- Copy completely or partly from the text translated by translation tool such as Google translation etc (Sao chép nguyên văn, hoặc một phần từ các công cụ dịch thuật)
- Copy words or ideas without citing source and author's name (Sao chép từ hoặc ý tưởng của người khác mà không nêu nguồn tài liệu và tên tác giả được trích dẫn).
- Do not use quotation marks for direct citation (Không đặt dấu ngoặc kép trong các trích dẫn nguyên văn).
- Cite the wrong source (Đưa thông tin sai về nguồn của một trích dẫn).
- Change the wording but sentence structure without citing author's name (Thay đổi từ ngữ nhưng vẫn giữ nguyên cấu trúc câu của một nguồn tài liệu mà không nêu tên tác giả).
- Borrow words/ phrases from a source without using quotation marks or with making negligible change (Vay mượn từ/ cụm từ của một nguồn tài liệu mà không đặt dấu ngoặc kép hoặc chỉ thay đổi chúng một cách qua loa).
- Copy too many words or ideas that make up the most of personal work, regardless of whether source and author's name are cited (Sao chép quá nhiều từ ngữ hoặc ý tưởng từ một nguồn tài liệu làm cho các ý tưởng đó chiếm phần lớn bài làm của mình, bất kể có nêu tên nguồn hoặc tác giả hay không)
- Copy information from Internet such as company information, market information etc. (Sao chép thông tin từ Internet (thông tin công ty, thông tin thị trường v.v)
- Cooperate with other students to do the exams, tests and other assignments without permission of the Instructor (Cộng tác với sinh viên khác trong lúc làm bài thi/kiểm tra hoặc trong các bài tập mà không được phép của giáo viên)
- Use one assignment to submit for different classes without permission of the Instructor (Sử dụng hoặc nộp cùng một bài làm cho nhiều lớp khác nhau mà không được phép của giáo viên môn học)
- Have other people do the exams, tests and other assignments for you (Đi thi hộ hoặc nhờ người khác thi hộ mình trong kỳ thi/ kiểm tra hoặc làm giúp hay nhờ người khác làm bài tập cho mình)

4. No 'extra credit' work or additional assignments will be given without a valid reason. Instead, your activeness in class discussion/ activity is highly appreciated and will be counted. Extensions to any deadlines are possible only upon presentation of appropriate documentation.

COURSE SCHEDULE

Time: Tuesday, 13.00pm to 16.10pm.

Venue: Room 302

Semester: Spring 2018

Week	Date	Topic
1	Jan, 25 th	Introduction to Principles of Management
		Chapter 1: Managing effectively in a changing world Chapter 2: The evolution of management

2	Feb, 1 st	Chapter 3: The organizational environment and culture
		Chapter 4: Ethics and corporate responsibility
3	Feb, 8 th	Chapter 5: Strategic planning and decision making
		Chapter 5: cont...
4	March, 1 st	Chapter 6: Entrepreneurship
		Chapter 7: Organizing for action
5	March, 8 th	Chapter 8: Managing human resource
		Chapter 9: Managing diversity and inclusion
6	March, 15 th	Chapter 10: Leadership
		Chapter 10: cont...
7	March, 22 nd	Chapter 11: Motivating people
		Chapter 11: cont.
8	March, 29 th	Revision
		Midterm Examination
9	April, 5 th	Chapter 12: Teamwork
		Chapter 12: cont
10	April, 19 th	Chapter 13: Communicating
		Chapter 13: cont.
11	April, 26 th	Chapter 14: Managerial control
		Chapter 14: cont.
12	May, 3 rd	Chapter 15: Innovating and Changing
		Chapter 15: cont.
13	May, 10 th	Chapter 15: cont.
		Final test review
14	May, 17 th	Final Exam
15	May, 24 th	Updating trends in modern management
16	May, 31 st	Presentation + project submission

HAVE A NICE SEMESTER!