

Department of Agricultural Food and Resource Economics
11:373:241:01 Introduction to Management
Spring

General Course Information

Instructor: John Italia
Director, Merrill Lynch
GWIM Global Business Metrics and Reporting

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Class Period: Monday 6th** and 7th Period (5:35PM – 8:35PM), Hickman 214

Text: *Essentials of Management*, DuBrin 9th edition, 2012.

Grading:

One Hourly Exam	38 %
Final Exam (Not Cumulative)	38 %
Group Project	12 %
Assignments	12 %
Attendance (3 or more missed classes will lower your course average)	

A = 90 - 100	C = 70 - 76
B+ = 87 - 89	D = 65 - 69
B = 80 - 86	F = Below 65
C+ = 77 - 79	

Make-ups: Make-ups for exams only with special arrangements made in advance or with proper documentation (physicians note etc.).

Attendance: Students are expected to attend class for the entire period. Late arrivals or early departures are disruptive to other students. Due to the reduced number of class meetings (14) attendance is essential to your success and will be recorded during each class period.

Readings: It is not necessary to read the text chapter(s) being covered prior to lecture, however it is a good idea to complete the readings soon after they are discussed in class. We will *highlight* the main concepts of the text in class, however we will not have time to explicitly cover every point made in the book. Materials will also be presented in class that do not appear in the textbook. Therefore it is essential to attend class regularly and to do all the assigned reading carefully.

Office Hours: I will be available after each lecture and by appointment. *Please do not hesitate to contact me any time at my office either by phone, email or arrange a time to meet in person.* If you are falling behind or having trouble with the subject material please let me know!

Course Objectives

1. To familiarize you with a core set of business management concepts while exploring real world examples.
2. To develop your ability to apply business management concepts, models, tools and theories.
3. To enhance your ability to communicate effectively and encourage professional presentation skills.
4. To build marketable analytical and critical thinking skills that are attractive to employers.

11:373:241:01 Principles of Business Management Spring 2014 Syllabus

MEETING	TOPICS COVERED	ASSIGNED READING
1	Course Introduction Chapter 1: The Manager's Job Email Etiquette for Business Communication (Supplemental)	Chapter 1
2	Chapter 2: International Management and Cultural Diversity Chapter 3: Ethics and Corporate Social Responsibility <i>ASSIGNMENT 1 DISTRIBUTED IN CLASS (Competitive Intelligence)</i>	Chapter 2 Chapter 3
3	Chapter 14: Information Technology and e-Commerce Management Self Evaluation Part I (Supplemental)	Chapter 14
4	Chapter 4: Essentials of Planning Management Self Evaluation Part II (Supplemental)	Chapter 4
5	Chapter 5: Problem Solving and Decision Making Graphical Analysis (Supplemental) <i>ASSIGNMENT 1 DUE</i>	Chapter 5
6	Chapter 6: Quantitative Techniques for Planning and Decision Making Chapter 7: Job Design and Work Schedules <i>ASSIGNMENT 2 DISTRIBUTED IN CLASS</i>	Chapter 6 Chapter 7
7	<i>GROUP PROJECT DISTRIBUTED IN CLASS (Marketing Plan)</i> FIRST HOURLY EXAM: Chapters 1 – 6 and 14	None
SPRING BREAK – NO CLASSES		
8	Chapter 8: Organization Structure, Culture and Change Chapter 9: Human Resource and Talent Management	Chapter 8 Chapter 9
9	Chapter 10: Leadership Chapter 11: Motivation <i>ASSIGNMENT 2 DUE</i> <i>ASSIGNMENT 3 DISTRIBUTED IN CLASS (Recruitment)</i>	Chapter 10 Chapter 11
10	Chapter 12: Communication Oral and Written Communication Skills (Supplemental) Chapter 13: Teams, Groups, and Teamwork	Chapter 12 Chapter 13
11	Chapter 16: Managing Ineffective Performers Chapter 17: Enhancing Personal Productivity and Managing Stress	Chapter 16 Chapter 17
12	Group Presentation Session I	None
13	Group Presentation Session II <i>ASSIGNMENT 3 DUE</i>	None
14	**FINAL EXAM Date: Chapters 6 – 13 and 15 - 16 Final Exam is not cumulative, but chapter 6 is covered on BOTH the Hourly Exam and the Final Exam	None

****NOTE:** Final Exam may be rescheduled for the normal University examination period if an extra class period is required to complete the course material or group project presentations.