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

Office: Merrill Lynch Administrative Offices
1600 Merrill Lynch Drive (3rd Floor)
Pennington, New Jersey
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Class Period: Monday 6th and 7th Period (5:35PM – 8:35PM), Hickman 214


Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>One Hourly Exam</td>
<td>38 %</td>
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<tr>
<td>Final Exam (Not Cumulative)</td>
<td>38 %</td>
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<tr>
<td>Group Project</td>
<td>12 %</td>
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<tr>
<td>Assignments</td>
<td>12 %</td>
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<tr>
<td>Attendance (3 or more missed classes will lower your course average)</td>
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A = 90 - 100
B+ = 87 - 89
B = 80 - 86
C+ = 77 - 79
C = 70 - 76
D = 65 - 69
F = Below 65

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.
### 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  
ASSIGNMENT 1 DISTRIBUTED IN CLASS (Competitive Intelligence) | 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)  
ASSIGNMENT 1 DUE | Chapter 5
6 | Chapter 6: Quantitative Techniques for Planning and Decision Making  
Chapter 7: Job Design and Work Schedules  
ASSIGNMENT 2 DISTRIBUTED IN CLASS | Chapter 6  
Chapter 7
7 | GROUP PROJECT DISTRIBUTED IN CLASS (Marketing Plan)  
FIRST HOURLY EXAM: Chapters 1 – 6 and 14 | None
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  
ASSIGNMENT 3 DISTRIBUTED IN CLASS (Recruitment) | 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  
ASSIGNMENT 3 DUE | 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.