

Introduction to Management

Instructors: Kristin Peacock, M.S. and Larry Jaffe, M.B.A., M.S., Ed. D.

Course: 11:373:241

Credits: 3

Prerequisites: 11:373:101 or 11:373:121 or 01:220:102

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Text: Essentials of Management, Andrew J. DuBrin, 9th Ed., 2012. Available at the RU Barnes & Noble Bookstore

(<http://rutgers.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=58552&catalogId=10001>)

Area of Emphasis: General applications of basic concepts, functions, and tools of management that contribute to success and improve individual performances in decision-making and other situations and problems in the field of management. The first half of the course discusses management principles including planning, decision-making, and organizing. The second half of the course discusses motivation, teamwork, communication, and controlling. Throughout the course, issues are discussed to try and enable a win-win solution to problems and focuses on how to prevent problems (proactive) instead of solving problems (reactive).

Learning Goals:

By the end of the course students will be able to:

1. identify a core set of business management concepts while exploring real world examples.
2. apply business management concepts, models, tools and theories.
3. communicate effectively by utilizing professional presentation skills.
4. demonstrate marketable analytical and critical thinking skills that are attractive to employers.

Assessment of Goals: Goals 1, 3 and 4 will be assessed via online forums, quizzes and management paper. Goal 2 will be assessed via the development and presentation of a final paper. Students will be assessed based on the degree to which they:

- a. Understand and apply concepts and theories
- b. Identify the problem and posit a rationale for its successful resolution.
- c. Cite and utilize models that are appropriate for issue being studied
- d. Cite appropriate data sources, present and engage information
- e. Communicate the findings clearly in writing and through their PowerPoint presentation (as though they were presenting information to an audience).

Course Format: Each week (Monday-Sunday) we will be focusing on chapter readings, slideshows, forum discussions, etc. All the quizzes and forums for the 17 chapters are available beginning the first week. However, when a week ends you will not be able to take a quiz or do a forum past the deadline date. See specific due dates for chapters, forums, quizzes, papers and projects, etc. below. Please read Course Home section on eCollege for information on e-mail, dropbox, document sharing and

ExamGuard. It is the student's responsibility to read the announcements on eCollege under Course Home.

Chapter Assignments:

1. Read chapter assigned.
2. Review the online slideshow. Make sure you understand the concepts of the slideshow.
3. In each part you will be completing one, two or three forums on the chapters assigned. Forums are designed to discuss the chapters. Forum weeks begin on Monday and end on Sunday at 11:59pm. Prior to engaging in the Forum you must read the assigned chapter. Here is the basic info regarding the forums:
 - Students must enter the forum one or more times in order to receive forum points. The first forum response must answer **all** the questions in the forum. The second forum response must critique another student's response. You may make additional forum responses beyond the two required responses.
 - If the first forum response is less than 48 hours from the forum deadline **one point** will be deducted from the maximum of three points that could be received. **The forum deadline is Sunday at 11:59pm. You must make your first forum response answering all the questions in the forum by Friday at 11:59pm or point will be deducted.** Responses after Sunday at 11:59pm will not be accepted.
 - In order to receive the maximum of three points, you must meet the posting deadline and answer all questions asked in the forum. In addition, you must demonstrate through your forum responses, that you have read the chapter and understand the various concepts presented in the chapter, and critique a classmate's posting that adds value to the discussion. Grading will depend on the quality and value of the comments for the particular discussion and reference to your text and readings.
4. Timed quizzes (consisting of 30 multiple choice questions) covering chapters listed in each part are due by the end date for that part. Students are given twenty minutes to complete the quiz. In order to do well on the quiz you must read the chapter ahead of time. Quizzes submitted after Sunday night at 11:59pm on the deadline date will not be graded. ExamGuard must be downloaded before any quizzes can be taken. To download ExamGuard please click on Quiz in Part 1. Please follow instructions on downloading ExamGuard.

Management Paper/Final Project: The course requires a Management Paper and Final Project. Please see information in eCollege under Course Home. By the end of Part 3 you must e-mail Kristin a listing of your top three business choices (see choices under Final Project information). By the end of Part 4 you should have determined with your teammate which business management theory or concept your team would like to focus on in order to improve your Rutgers related business. Your team will send an e-mail to Kristin outlining your management topic of focus (see Final Project Information under Course Home). Please submit management paper and final project in dropbox.

Course Parts:

Part 1 – Chapters 1-3

INTRODUCTION Introduction to Class Forum

FORUMS 1 and 2 Overview/The Manager's Job; International Management and Cultural Diversity

FORUM 3 Ethics and Social Responsibility

QUIZ on Chapters 1-3

Part 2 - Chapters 4-6

FORUMS 4 and 5 Essentials of Planning; Problem Solving/Decision Making

FORUM 6 Quantitative Techniques for Planning and Decision Making

QUIZ on Chapters 4-6

MANAGEMENT PAPER

Part 3 - Chapters 7-9

FORUMS 7 and 8 Job Design/Work Schedules; Organization Structure/Culture

FORUM 9 Staffing and HR Management

QUIZ on Chapters 7-9

E-mail Kristin your top three RU related business choices - see info under Final Project at eCollege

Part 4 - Chapters 10-13

FORUM 10 Leadership

FORUM 11 Motivation

FORUM 12 and 13 Communication; Teams, Groups, and Teamwork

QUIZ on Chapters 10-13

E-mail Kristin your team's management topic - see info under Final Project at eCollege

Part 5 - Chapters 14-17

FORUM 14 Information Technology and e-Commerce

FORUM 15 Essentials of Control

FORUM 16 and 17 Managing Ineffective Performers; Enhancing Personal Productivity & Managing Stress

QUIZ on Chapters 14-17

FINAL PAPER/FINAL PROJECT

Grading:

- Forums 36% (12 forums at 3% each)
- Quizzes 30% (5 quizzes, 30 questions per quiz, 20 minutes, 6% each)
- Management Paper 10%
- Project 24%
- Grading Scale: A 90.0-100; B+ 87.0-89.9; B 80.0-86.9; C+ 77.0-79.9; C 70.0-76.9; D 60.0-69.9; F <60.0