Appendix 2

# Course Schedule

**Semester Autumn 2021**

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| 1. **Course information:** |
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| 1. **Course expected learning outcomes** |
| At the end of this course, students are expected :   1. To understand the fundamental concepts and principles of management, including the basic roles, skills and functions of management (Planning, Organizing, Leading, and Controlling). 2. To be familiar with interactions between the environment, technology, human resources and organizations in order to achieve high performance. 3. To be aware of the ethical dilemmas faced by managers and the social responsibilities of businesses. 4. To recognize the global differences, culture and contemporary issues facing business organizations and management. |
| 1. **Teaching Calendar:** |
| |  |  |  | | --- | --- | --- | | Course Calendar | Teaching Contents | Teaching time | | | Lecture 1 | An overview of management | 3 h | | Lecture 2 | Work environment and business ethics | 3 h | | Lecture 3 | Global management | 3 h | | Lecture 4 | Planning | 3 h | | Lecture 5 | Strategic management I | 3 h | | Lecture 6 | Strategic management II | 3 h | | Lecture 7 | Individual and group decision making | 3 h | | Lecture 8 | Organizational culture | 3 h | | Lecture 9 | Human resource management I | 3 h | | Lecture 10 | Human resource management II | 3 h | | Lecture 11 | Group report review/consultation | 3 h | | Lecture 12 | Organizational change and innovation | 3 h | | Lecture 13 | Managing individual differences and behavior I | 3 h | | Lecture 14 | Managing individual differences and behavior II | 3 h | | Lecture 15 | Motivating employees I | 3 h | | Lecture 16 | Motivating employees II | 3 h | |
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| Note:  a. The teaching contents may be adjusted according to student response and feedback.  b. The lecture is either rescheduled to another date or cancelled if on national holidays, inconsistent with the university timetabling. |
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| 1. **Textbooks and reference books:** |
| Textbook –Management – A Practical Introduction. 7th edition, McGraw Hill Education, 2016. Angelo Kinicki, Brian K. Williams. |
| 1. **Evaluation Forms and Scoring Standards:** |
| Final exam: 60%, Others: 40%   |  |  | | --- | --- | | Evaluation Forms | Weight | | Participation | 10% | | Group report | 30% | | Final | 60% | | Total | 100% | |