

Course Outline (*please complete as appropriate*)

COURSE TITLE	Introduction to Management
NAME OF LECTURER	Hyeran Choi

COURSE DESCRIPTION
This course describes and analyzes the fundamental managerial functions of planning, organizing, leading, and controlling. It emphasizes the understanding and application of behavioral science to industrial society. Topics include motivation, leadership, teamwork, and innovation.
RECOMMENDED READINGS
<p><i>The 7 Habits of Highly Effective People by Stephen R. Covey</i></p> <p><i>How to Win Friends and Influence People by Dale Carnegie</i></p> <p><i>Good to Great: Why Some Companies Make the Leap... and Others Don't by James C. Collins</i></p> <p><i>The Essential Drucker by Peter F. Drucker</i></p> <p><i>Blink: The Power of Thinking Without Thinking by Malcolm Gladwell</i></p>
TEACHING METHODS
This course incorporates various teaching methods to help active learning. After lectures on class concepts/frameworks/theories, students engage in team or individual classroom exercises and discussions are followed to share own ideas and understand other's viewpoints. To practice how to manage teamwork and achieve success, students engage in a team project about current management issues. To get equipped with important soft skills, each student writes a soft skills essay to reflect on own strengths and weakness and ways to improve them. There are four graded learning activities in class to facilitate learning and problem solving skills. There are two exams to stimulate students to be at with the knowledge from the course.
ASSESSMENT METHODS
<ol style="list-style-type: none"> 1. Participation/Attendance 20% 2. Graded Learning Activities 20% 3. Team Project 15% 4. Midterm Exam 20% 5. Comprehensive Final Exam 25%
CLASS TOPICS (<i>each class is 3 hrs</i>)
Managing Effectively in a Global World, The Evolution of Management, The organizational Environment and Culture, Ethics and Corporate Responsibility, Planning and Decision Making, Entrepreneurship, Organizing for Success, Managing Human Resources, Managing Diversity and Inclusion, Leadership, Motivating People, Teamwork, Communication, Managerial Control, Innovating and Changing
SPECIAL COMMENTS
I want students to succeed in this class. If you have any difficulties in this class, please come talk to me and ask for help. This is a mark of strength rather than weakness. Note that I cannot make special adjustments to the final grade as this would be unfair to other students, so please seek help during the course if you have any questions or concerns on course learning and activities. Also, be aware that if you miss more than 12 hours of class time, your final grade will be F based on the University policy.