Course Syllabus

MGT 371 Principles of Management

Semester 2, 2023-2024
Feb – Jun, 2024

For course syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students, via email or inclass announcement, when changes are made in the requirements and/or grading of the course.

Course Purpose

This course will provide basic knowledge of management especially in today's complex business world. Management process is also presented in this course. Several current business issues of organizations provided by instructor will assist students to apply theories to the real business world.

Objectives

When the student has completed this course he/she should be able to:

1. Describe the key concepts of effective management in organizations;
2. Identify key management issues in business case studies;
3. Define and describe the planning, organizing, leading, and controlling functions of management;
4. Describe the internal and external environments of management;
5. Manage small groups, applying the knowledge of managerial skills taught in the course, in a way that group objectives are met;

Course Prerequisites:

None

Lecturer:

Prof. Dr. Pham Thi Kim Ngoc

Department of Management Science and Law, School of Economics and Management, HUST

Email	ngoc.phamthikim@hust.edu.vn
Office	C9-210 Tel: +84 903217533
Class Times and Room Number	Tuesday, 8h30-11h15 Room D7- 303, HUST

Assessment:

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Class Participation	10%
Group work	20%
Mid term	20%
Final Exam	50%

Grading system

Grade A	90-100
Grade B	80-89
Grade C	70-79
Grade D	60-69
Grade F.	under 60

Important Note: *serious penalty (e.g: one lower letter grade) will be given for cheating and plagiarism and students will be required to retake a course if they get D or worse for that course.*

Regarding attendance, it is a clear policy for absence: for 3 absent days without faculty's permission or students will not be allowed to sit in the final exam, those students will get F for the course

Exams:

Mid term exam:

The mid-term exam is designed to test your knowledge of the subjects in the half of course. It is designed as a open book written exam. The duration for this test is 60 minutes.

Final exam:

The comprehensive final exam is designed to test your knowledge in all of the subject areas. Therefore, it strongly suggested that you thoroughly read, outline, or utilize whatever method you feel appropriate for learning the material in a comprehensive manner. The final exam will consist of 10 multiple-choice, True/Fault questions (for 40 points) and 2 cases study (for 60 points). The exam will last for 60 minutes and it is closed book exam.

Required Textbook

Ricky W. Griffin, 2008. Fundamentals of Management, 5th Edition, South Western, Cengage Learning, ISBN-13: 978-1-4390-3790-4, ISBN-10: 1-4390-3790-6

Reference book

Stephen Robbins, Mary Coulter, & David DeCenzo, 2017. Fundamentals of Management, 10th edition, Pearson Education, Inc.

Class Schedules

CLASS	Date	Lecture topics
1		Course Introduction **Introduction of Management** Reading Part 1, chap. 1
2		**Historical foundation of management**
3		Environment & Diversity Reading Part 1, chap 2
4		**Planning** Planning and Strategic Management Reading Part 2, chap 3, 4
5		Decision Making Reading Part 2, chap 5
6		**Organizing** Basic elements of organization structure Reading Part 3, chap 6
7		Organizational Design Reading Part 3, chap 7
8		***Mid term exam*** Human Resource Management Reading Part 3, chap 8
9		**Leading** Basic elements of individual behavior in organizations Reading Part 4, chap 9
10		Managing employee Motivation and performance Reading Part 4, chap 10
11		Leadership Reading Part 4, chap 11
12		Managerial Communications Reading Part 4, chap 12
13		Teams and team work Reading Part 4, chap 13
14		**Controlling** Reading part 5, chap 14-15
15		**Examination**

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