

COURSE SYLLABUS

COURSE TITLE:	Principles of Management	COURSE CODE:	MGMT101
PREREQUISITES:	None	SEMESTER:	FALL 2020
INSTRUCTOR:	Baber MIRZA	CREDITS:	3
EMAIL:	bmirza@groupe-igs.fr	SCHEDULE:	Wednesday 15h30 – 18h30

COURSE DESCRIPTION:

This course is an introduction course for all first year BBA and MBA students to introduce them to the various functions of managerial practice. The course also encompasses many practices that encompass “soft skills” to introduce students to competencies that they will develop throughout their business education, outside of the standard classroom material. This is a majority online course, with three face-to-face sessions

COURSE OBJECTIVES:

The objectives of this course are to introduce students to the terminology and framework of management functions – planning, organizing, leading and controlling. Students will be prepared for a deeper study of these subjects in their core business courses. Students will be able to appreciate the complex structure of organizations as social systems. In concert, the course also has the objective to introduce and emphasize skills that are required for effective management

EXPECTED LEARNING OUTCOMES:

Upon completion of this course students should be able to:

- Business fundamentals – students should have an appreciation for different aspects of corporate life and different types of organizations
- Soft skills – communication skills, critical thinking, problem solving, leadership skills, teamwork, literacy, global awareness, ethical awareness, active listening, presentation skills, conflict management, relationship building, change mastery, composure, initiative

MANDATORY TEXTBOOK:

All class resources will be provided online



INSTRUCTIONS:

Platform(s)

This course includes 4 face-to-face sessions and 8 online sessions. The online sessions will be held on EMA, the Moodle Platform for the IGS Group. To access EMA, go to the following link ema.groupeigs.fr/login/index.php and login with your username and your password (6 digits). The teacher will provide an orientation to the platform to students during the 1st class of the semester. Beecome.io will be used to transmit weekly information or any changes/news about the course. It is IMPERATIVE that you have your ABS email setup. You should also install the Beecome App on your phones and turn on notifications.

Deadlines

For every session, you will have 6 days to accomplish it. Since we have classes on Wednesday, your deadline will be the following Tuesday(s). There will be ABSOLUTELY no extensions on Deadlines. Your work will be graded under 2-weeks-time.

Work submissions

You must submit your work in a PDF file. Your work must include in text citations and references. For the reference style, use whatever you are comfortable with such as Harvard or MLA. Your work is checked for plagiarism and any work with more than 15% plagiarism will be subject to scrutiny. Any work with no references will get a reduction in marks.

You must also respect the word limits. If a report is 1000 words and you write only 700, that is not acceptable. You can have a deviation of 10% only.

Forum Discussions

These are used to encourage everyone to communicate better and develop their soft skills. For the forums, do NOT upload any files. Simple enter your text in the Textbox. Make sure to do your spelling and grammar check before submitting your statements.

Diligence

It should be your greatest effort to remain diligent for these sessions. For the Face-to-Face sessions, attendance is very strict. I take attendance by doing a roll-call in the first 10 minutes. If you are late, do not walk in. Come in the break. Break time is also 10 minutes.

Management Portfolio

This is a semester-long individual project that is turned in at the end of the term as the student's final evaluation of the course. This assignment represents 30% of the student's final grade. Each week, the student is expected to add to their portfolio and at the end of the semester, they should have a written record of each of their learnings throughout the course.

Starting in week 2, the student will write a 1- to 2-page summary of their learnings from the class. The student should discuss not only the management function that was covered, but also the soft-skill that accompanied it. In addition, the student should add their own insight or perspective to the narrative, explaining how the lesson illuminated something they had already experienced, or changed or reinforced a theory or a concept that they had already understood.

For the final assignment, the management portfolio should include a 4-page (minimum 2000 words) on the topic "what I have learned in this class" using storytelling from their own experiences, illustrations from the world around them, and cases that they have read or studied in class. The final



management portfolio should include 10 chapters plus the final assignment and should be uploaded in PDF format.

Students will be graded based on completeness (30%), creativity and layout (15%), correct grammar, spelling, and structure (15%), storytelling (20%) and insights and understanding (20%).

Students must be sure to cite any of their sources throughout the entire portfolio in the form of a bibliography at the end of the document. No more than 15% of the document may include citations. The document will be checked for plagiarism and if more than 15% of the material is found to not be original writing in their own words, the student will receive an F for the assignment, causing them to fail the course.

COMMUNICATION:

If you have any questions, you have to email me at bmirza@groupe-igs.fr with a proper subject line (simple short statement about the issue), clearly mentioning your class, your full name, with proper salutations, and description of the issue. I usually take 48 hours to reply.

However, if the issue has been explained in the syllabus, or it pertains to school policy, you all should know that I will not reply to such emails.

Email me if the issue is genuine.

Read the school policies, read the syllabus before asking any questions.

EVALUATIONS:

The final grade will be determined as follows:

- 20% - Class Participation and Engagement (contribution to Discussion Forums & Quizzes)
- 20% - Online Assignments (usually a report submission)
- 20% - Team Project (in-class session #5)
- 40% - Management Portfolio

Presence in class is mandatory. More than 2 absences will lead to a failing grade.

GRADING CRITERIA:

Grades will be based on the standard ABS Grading Rubrics available on Beecome.

COURSE SCHEDULE:

Dates	Principles of Management	Soft Skills
Session 1 16 Sept In-Class	Introduction & Key Concepts	Active Listening
Session 2 23 Sept In-Class	History of Management	Writing Skills
Session 3 30 Sept Online	Cultural Diversity in the Workplace	Composure
Session 4	Law & Ethics	Influence

7 Oct Online		
Session 5 14 Oct In-Class	Planning & Teamwork	Initiative
Session 6 21 Oct Online	Strategic Management	Problem Solving
Session 7 28 Oct Online	Innovation	Assertiveness
Session 8 4 Nov Online	Fortune 500	Change Mastery
No sessions due to Veterans' Day		
Session 9 18 Nov Online	Human Resources Management	Team Player
No sessions due to Business Games		
Session 10 2 Dec In-Class	Entrepreneurship	Drive & Energy
Session 11 9 Dec Online	Disfunctional Business	Conflict Management
Session 12 16 Dec Online	Leadership	Results Orientation

The schedule of Final Exams will be confirmed and published by 31 October 2020. The last day of the semester is 18 December 2020. DO NOT PLAN ANY TRAVEL BEFORE THIS DATE AS THERE ARE NO MAKE-UP EXAMS.