

科目授業名 Course Title	Introduction to Business Management		
担当者 Instructor	ISHIGURO Kuniko		
開講期 Semester/Year	2016 SPRING	曜日・時限 Timetable	Mon 4 Thu 4
教室 Room	241	単位数 Credits	4.0
授業コード Class Code	B1121001E1	履修年次 Enrollment Year	-
科目ナンバリング			
授業内容 Course Description	Effective organisational management is essential in order to establish, operate and lead business activities. But what is 'management', and how can we 'manage' organisations? This course is designed as an introduction to the principles and processes of management, including definitions and functions of management, management theories, planning, organising, leading and controlling organisations. People and team management, and strategic management are also major components of this course. In this course, students are expected to acquire useful business skills, and actively participate in the class discussions.		
到達目標（授業の狙い） Objectives	The objective of this course is to provide students with fundamental concepts and frameworks of business management. Students are also expected to gain various study/management skills such as good analytical skills and effective communication skills.		
授業方法 Method of Instruction	Lectures, in-class discussion, and case analysis.		
準備学習 Class Preparation	Readings and writing assignments need to be completed before class. Review homework will also be assigned.		
教科書 Text	Boddy, David (2012) Essentials of Management: A Concise Introduction, Pearson.		

参考文献  
Reference Books

Boddy, David (2014) Management: An Introduction, 6th ed., Pearson.  
Combe, Colin (2014) Introduction to Management, Oxford University Press.  
Daft, Richard L (2012) Organization Theory and Design, 11th ed., South-Western Cengage Learning.  
Witzel, Morgen (2004) Management: the Basics, Routledge.

授業計画 Course Outline

第1回	Introduction - what is 'management' ?	第16回	Visiting a company (1)
第2回	In-class discussion	第17回	Visiting a company (2)
第3回	Managing in organisations	第18回	Marketing
第4回	Management theories	第19回	Finance
第5回	Organisation cultures and contexts (1)	第20回	Guest lecture
第6回	Organisation cultures and contexts (2) In-class discussion	第21回	Influencing
第7回	Managing internationally (1)	第22回	Motivating
第8回	Managing internationally (2) In-class discussion	第23回	Communicating
第9回	Corporate responsibility	第24回	Working in teams
第10回	Planning	第25回	Production
第11回	Decision-making	第26回	Managing operations and quality
第12回	Managing strategy	第27回	Controlling and measuring performance
第13回	Organisation structures	第28回	Review of the course
第14回	Information systems and E-Business	第29回	End-of-term exam
第15回	Managing innovation and change	第30回	Conclusion ? How can we manage organisations effectively and efficiently?

成績評価基準 Evaluation							
平常点% Class Evaluation	50	定期試験% Exam	30	レポート% Report	0	その他% Others	20
その他詳細 Details	Assignments						
特記事項 Particular Note							
授業に関する質問への対応 Professor Contact Hours	Office hour (11:00-12:00 on Mondays)						