上海建桥学院课程教学进度计划表

Time Schedule for Teaching

**一、基本信息Basic Information**

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| --- | --- | --- | --- |
| 课程代码 | 2120052 | 课程名称 | Fundamentals of Management |
| 课程学分 | 3 | 总学时 | 48 |
| 授课教师 | Wang Ping | 教师邮箱 | 16025@gench.edu.cn |
| 上课班级 | 工商管理B19-4、5 | 上课教室 | 三教106/209 |
| 答疑时间 | 周三5，6，7，8节 |
| 主要教材 | Fundamentals of Management |
| 参考资料 | 管理学实用教程 |

**二、课程教学进度Teaching Progress**

|  |  |  |  |
| --- | --- | --- | --- |
| 周次 | 教学内容 | 教学方式 | 作业 |
| 5 | **Unit 1: Managers and management** | Teaching/discussion |  |
| 6 | **Unit 1: Managers and management** | Teaching/discussion | 作业一 |
| 7 | **Unit 2: Management environment** | Teaching/discussion |  |
| 8 | **Unit 3: Decision-making** | Teaching/discussion |  |
| 9 | **Unit 3: Decision-making** | Teaching/discussion | 作业二 |
| 10 | **Unit 4: Planning** | Teaching/discussion |  |
| 11 | **Unit 5: Organising** | Teaching/discussion |  |
| 12 | **Unit 6: Motivating** | Teaching/discussion | 作业三 |
| 13 | **Unit 7: Leading** | Teaching/discussion |  |
| 14 | **Unit 8: Communication** | Teaching/discussion |  |
| 15 | **Unit 9: Controlling** | Teaching/discussion |  |
| 16 | **Review and Final examination** | Teaching/discussion |  |

**三、评价方式以及在总评成绩中的比例**

|  |  |  |
| --- | --- | --- |
| **总评构成****（1+X）** | **评价方式****Forms of evaluation** | **占比****%** |
| 1 | Final examination | 40% |
| X1 | Daily performance | 20% |
| X2 | Home works | 20% |
| X3 | Planning report | 20% |

任课教师： WANG Ping 系主任审核：WU Fan

日期： 2021.3.6 日期： 2021.3.6