


Syllabus

BSAD2540 PRINCIPLES OF MANAGEMENT

2015

Committee Members:

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Facilitator

Date Reviewed: 1/23/15



NCCA Council of Chief Academic Officers Chair

Date Approved: 3-20-15

I. CATALOG DESCRIPTION

BSAD2540

Principles of Management

None

Introduction to management theory and practice with emphasis on the primary functions of planning, organizing, leading and controlling. Topics will include the ever-changing challenges and opportunities within the management field.

3.0 semester credit hours/4.5 quarter credit hours/45 contact hours

II. COURSE OBJECTIVES: *Course will:*

1. Provide an understanding of the management concept and leadership
2. Demonstrate the use of management tools for effective decision-making
3. Provide the basis for planning and the strategic process
4. Distinguish between the various forms of organizational structure and design
5. Identify the characteristics of individuals and groups and their effects on organizational behavior and culture
6. Examine the foundations of motivation and leadership
7. Describe the process and significance of organizational control systems
8. Demonstrate the importance of organizational social responsibility and ethics

III. STUDENT LEARNING OUTCOMES: *Students will be able to:*

1. Explain managing and leading as it relates to today's organizations.
2. Identify and describe the primary functions of management.
3. Utilize the various management tools for more effective decision-making.
4. Evaluate among the various types of information used in effective decision-making.

5. Assess the efficiency and effectiveness in organizations.
6. Examine the steps of the strategic planning process.
7. Identify the various types and characteristics of organizational structures and design.
8. Discuss the concepts and challenges of managing change in an organization.
9. Analyze the characteristics and behaviors of teams, individuals and groups in an organization.
10. Differentiate the significance of various interpersonal communication methods in organizations.
11. Describe various motivational research models and reward systems.
12. Compare and contrast various leadership styles/classifications.
13. Describe the various control systems.
14. Understand the significance of control systems in organizational effectiveness.
15. Define the essential components of ethics and organizational social responsibility.
16. Examine the impact of social responsibility and ethics on the long term performance of an organization.

IV. CONTENT/TOPICAL OUTLINE

1. The Dynamics of Management
2. Organizational, Environment and Culture
3. Managing in a Global Environment
4. Managerial Ethics and Social Responsibility
5. Organizational Planning and Goal Setting
6. Managerial Decision Making
7. Fundamentals of Organizing
8. Structural Design to Achieve Strategic Goals
9. Change and Development

10. Human Resource Management
11. Managing Diverse Groups
12. Leading Function of Management
13. Effective Organizational Control Systems

V. INSTRUCTIONAL MATERIALS (These are suggested texts; the instructor or institution can select the text that will work best to meet the course objectives.)

1. Hellriegel, Don, Susan E. Jackson and John W. Slocum. Managing: A Competency-Based Approach, Current Edition
2. Jones, Gareth R. and George, Jennifer M.. Essentials of Contemporary Management, Current Edition
3. Kinicki & Williams . Management: A Practical Introduction, Current Edition.
4. Kreitner, Robert. Management, Current Edition.
5. Robbins, Stephen P. and Coulter, Mary. Management, Current Edition.
6. Schermerhorn, John. Management. Current Edition.
7. Williams, Chuck. MGMT, Current Edition.

VI. METHODS OF PRESENTATION (*can vary per instructor*)

1. Explanation and/or lecture
2. Video presentation
3. Student reports
4. Role play
5. Guest speaker
6. Small group activities
7. Discussion

8. PowerPoint presentation
9. Field trips
10. Internet activities

VII. METHODS OF EVALUATION (*can vary per instructor*)

1. Course grades, at the determination of the instructor, will be based on class and group participation, daily work, exams, presentations, projects, papers, and/or a portfolio.
2. Instructors will distribute and discuss the evaluation process and his/her grading policies with the students at the beginning of the term.

VIII. INSTITUTIONAL DEFINED SECTION

(To be used at the discretion of each community college as deemed necessary)