

**COURSE SYLLABUS**  
**FALL SEMESTER 2017**  
BUSINESS ADMINISTRATION PROGRAM

**COURSE TITLE: PRINCIPLES OF MANAGEMENT**

**COURSE NUMBER: BUA-220-PO2**

Credits: 3

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*Class Times & Location:*

*9/28/17 – 12/21/2017, Thursdays 5:50pm-8:44 pm*

*Cooper Facility*

*Instructor Information:*

*Dr. David Smith – smithdavidco1@jccmi.edu*

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**COURSE DESCRIPTION:**

This course serves as an introduction to the discipline of management. It is designed to integrate the accepted theories in the area with real world applications to provide students with the basic knowledge and skills needed for managing others. This course begins with a discussion of the current issues in management and then proceeds to cover the traditional functions of management: planning, organizing, leading, and controlling. Lecture and class assignments given in the course are intended to help students understand the needs of modern public and private organizations, including emerging national and international trends.

**COURSE OBJECTIVES**

By the end of the course, students should be able to identify the principals of managing formal organizations, recognize the various challenges faced by today's managers, and give examples of organizations engaging in the management functions of planning, organizing, leading, and controlling.

**RESOURCES**

TEXTBOOK: Management, 13<sup>th</sup> Edition by S. Robbins and M. Coulter, published by Pearson Education.

LIBRARY RESOURCES: Students are encouraged to use the library for research and to complete assignments when necessary.

**GENERAL INFORMATION**

Course Outcomes:

1. To introduce the student to management; its functions, roles and challenges
2. To review the concepts of empowerment and total quality management
3. To understand the fundamentals of planning and time management
4. To review the decision-making process and those factors which affect it
5. To understand the basic principles of organization
6. To review the delegation process and keys to effective delegation
7. To study the communication process and methods of improving communication

8. To review the major theories on how to motivate employees
9. To understand the different leadership styles and theories
10. To introduce the idea of team building and effective team leadership as well as the concept of managing change
11. To review the steps in the control process
12. To study methods to improve productivity, control quality, and promote employee safety
13. To develop skills necessary in coaching employees to improved performance
14. To understand group dynamics and techniques to make meetings more effective
15. To review conflict and stress as well as methods to manage these situations
16. To understand the process of selecting, training, and compensating employees
17. To review the performance appraisal process and the disciplinary process
18. To introduce the role of the supervisor in the union setting

### **SPECIFIC COURSE RULES**

Attendance Policy: HQV federal policy that JC follows

Your participation and attendance is expected weekly. Attendance is counted by your participation and signing of the attendance sheet. Your success will depend upon the time you spend in class. JC administration and the federal government now require faculty to file attendance regularly throughout the term and your report is available online. Note the Course Calendar identifies GRD #1, GRD #2, and GRD #3 as to when each of these reports is due.

“H”—the student needs “help” and a notification goes to the Center for Student Success.  
“V”—the instructor “verifies” that the student is participating and doing acceptable work.  
“Q”—the student is not participating or attending and the instructor believes they have unofficially withdrawn. A “Q” will result in an administrative interruption from the course. \*\*\*If a student wishes to withdraw from the course it is the responsibility of the student to officially withdraw.

This syllabus may be amended at any point during the semester. Changes to it will be announced in class and students will be responsible for adhering to those changes. Your grade will be based on the points you earn on exams, quizzes, assignments, projects, presentations, and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the Assignment Calendar located at the end of this document.

### **ACADEMIC HONESTY STATEMENT AND STUDENT CODE OF CONDUCT:**

Students are expected to maintain academic integrity and honesty in completion of all work for this class. Examples of academic dishonesty include but are not limited to:

Receiving or providing unauthorized assistance on exams

Using unauthorized material during an exam

Plagiarism (using materials from sources without citation)

Copying the work of someone else and submitting it as you own

The first instance of academic dishonesty will result (for all parties involved) in no credit for the assignment or exam. In addition, a student will be ineligible to complete any extra credit work for this class. Subsequent episodes will result in further disciplinary action, up to and including failure of the course. All students are expected to follow Jackson College's Student Code of Conduct. If you are unfamiliar with the code, to can be found at: <https://www.jccmi.edu/wp-content/uploads/StudentCodeOfConduct.pdf>

### **CLASSROOM PROCEDURES:**

1. It is the responsibility of the student to prepare for and attend all class sessions.
2. All students are required to have a textbook and bring it to every class.
3. Every student is expected to make a positive contribution to the class by joining in the discussions, asking questions or offering pertinent opinions on the subject matter being discussed.
4. When another student or the instructor is presenting or responding to a discussion question be courteous by listening. (don't hold side conversations with someone else). You may be asked to leave class if it continuously interrupts the learning process.
5. We will have 2 scheduled bathroom breaks during the class period. 5 minute break after the first hour of class. 5 minute break after the second hour of class.

### **COURSE COMPONENTS**

EXAMS: There will be two exams a midterm and a final exam will test students' understanding of the materials discussed in class and in the assigned readings.

CASE ASSIGNMENTS: Students will answer discussion questions from case applications assigned in the text. The goal is for students to apply the information discussed to these real-world situations to the concepts and principles presented in the course.

Presentations: Students will give brief presentations as part of a group and individually.

Assignments/Projects: Students may have projects that will engage them and put them in the shoes of a manager.

CLASS DISCUSSIONS/ PARTICIPATION/ACTIVITIES: Throughout the semester, students are expected to be prepared to discuss issues relevant to the course and to participate in team exercises. For these exercises, students will be required to be actively involved to receive credit – i.e. making substantive comments, answering

questions, and preparing short presentations. Points will be awarded by the instructor based on individual and group participation. Students should bring their textbook to class as part of their participation grade. Material for in-class assignments can be found at the conclusion of each chapter – see Ethics Dilemmas and Team Exercises.

GRADING

	<u>Percentage</u>
Assignments	20%
Quizzes	20%
Mid Term Exam	20%
In-Class Exercises/Discussions/Participation	20%
Final Exam	<u>20%</u>
<b>TOTAL</b>	<b><u>100%</u></b>

**NOTE:**

- Class attendance and participation in class discussion is expected and absences will affect your final grade.
- The due dates for assignments are non-negotiable and late work will be penalized.
- All assignments are to be professional in appearance and typed to receive full credit.

**COURSE POLICIES**

**CLASSROOM BEHAVIOR:** Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students engaging in improper classroom behavior may have points deducted from their total points in the course, or, if the situation warrants, be reprimanded to the university’s committee on student discipline.

**ACADEMIC HONESTY AND APPEALS:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and any other similar behavior defeats the intent of an examination or other class work. Cheating on exams, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalog.

**COURSE OUTLINE 12-WEEK COURSE: SEMESTER**

<b>Week</b>	<b>Assigned Reading</b>	<b>Deliverable</b>
<b>1</b>	09/28 /17 <b>Chapter 1</b> Managers in the Workplace <b>Module</b> Management History	In class discussion: Ethics Dilemma (Chapter 1) pg 21 Management History Outline
<b>2</b>	10/05 /17 <b>Chapter 2</b> Making Decisions <b>Chapter 3</b> Managing the External Environment and the Organizations Culture	In class exercise: Skills & Team Building (Chapter 2) pg 62 Case #2 (Chapter 3) pg 94
<b>3</b>	10/12 /17 <b>Chapter 4</b> Managing in a Global Environment <b>Chapter 5</b> Managing Diversity	In class discussion: Ethics Dilemma (Chapter 4) pg 117 In class exercise: Skills & Manager (Chapter 5) pg 147
<b>4</b>	10/19 /17 <b>Chapter 6</b> Managing Social Responsibility and Ethics	In Class exercise: Skills pg 176
<b>5</b>	10/26 /17 <b>Chapter 7</b> Managing Change and Innovation <b>Chapter 8</b> Planning Work Activities	Case #2 (Chapter 7) pg 206 In class exercise: Team Building (Chapter 8) Skills pg 230
<b>6</b>	11/02 /17 <b>Chapter 9</b> Managing Strategy <b>Entrepreneurial Ventures Module-</b> pg 260 <b>Chapter 10</b> Designing Organizational Structure – Basic Designs	In class exercise: skills (Chapter 9) page 256 In class exercise: team (Chapter 10)  <b>Midterm Exam (Chapters 1-7)</b>
<b>7</b>	11/09 /17 <b>Chapter 11</b> Designing Organizational Structure-Adaptive Designs <b>Chapter 12</b> Managing Human Resources	In Class exercise: Skills (Chapter 11) pg 332 In class exercise: Team Building (Chapter 12) pg 365
<b>8</b>	11/16 /17 <b>Chapter 13</b> Creating and Managing Teams	In class exercise: Team Building (Chapter 13) pg 395
<b>9</b>	11/30 /17 <b>Chapter 14</b> Managing Communication	In class discussion: Ethics Dilemma (Chapter 14) pg 424
<b>10</b>	12/07 /17 <b>Chapter 15</b> Understanding and Managing Individual Behavior <b>Chapter 16</b> Motivating Employees	In Class (Chapter 15) Skills pg 456 Case #2 (Chapter 16) pg. 488
<b>11</b>	12/14 /17 <b>Chapter 17</b> Being an Effective Leader <b>Chapter 18</b> Monitoring and Controlling	In class discussion: Ethics Dilemma (Chapter 17) pg 511 In class discussion(Chapter 18) pg 547 <b>Final Exam (Chapters 8-13)</b>
<b>12</b>	12/21 /17 <b>Management Practice Presentations</b>	(Ch 14-18)

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”