

## Principles of Management 220 - W H V

Management

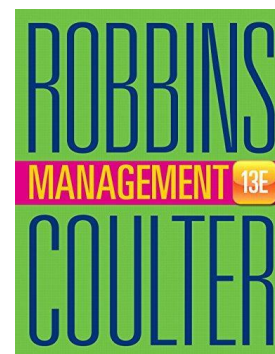
JACKSON COLLEGE

SPRING 2018

Professor: Angela Grissom, MBA

Management is about arranging and telling;  
Leadership is about nurturing and enhancing.

~ Peter F. Drucker



### BUA 220 COURSE BASICS

**BUA 220 Principals of Management JC Catalog Description:** This management course exposes students to the dynamics of the changing world. Topics such as management functions/processes, quality, leadership styles, power, global issues, and the challenges and opportunities of diversity are included. Emphasis is placed on ethics, decision making, effective communication, evaluating employees, motivational tools, organizational design, environmental scanning, supervising groups, controlling quality, productivity improvement, managing change and conflict, labor relations and time management. Prerequisites: CIS 095, ENG 085, ENG 091

**Class Meeting:** Thursday, 5:55 PM to 8:55 PM \*Subject to change

May 24, 2018 – August 9, 2018

Semester ends August 15, 2018

#### Required Text Materials:

- Management, Robbins and Coulter 13th edition, ISBN -13: 97801339102
- Text Book Zero - This textbook is available in a digital format and may be purchased in the bookstore.

Note: We are not using the MyBizLab feature of the Marketing textbook.

### JC Course Objectives for Principals of Management

- Apply management theories to one's professional/personal lives
- Recognize legal and ethical issues
- Develop professional awareness in a specialty area: Personal Finance, Human Relations in Business and Human Resource Management, Leadership, Small Business, Customer Service, and Advertising, Promotion, and Public Relations.



## BUA 220 COURSE INFORMATION

**Methods to achieve objectives:** discussion, team problem solving, group practice work and homework, test, projects and practical application of the text

BUA 220 Requirements:	
	Points
Discussion and Participation (12 @ 25)	300
Homework (12 @ 25)	300
Test (2 @ 100)	200
Business Plan and Presentation	200
<b>Total Points Available</b>	<b>1000</b>

Grading Scale:		
4.0	93 -100 %	
3.5	88 -92 %	
3.0	83 -87 %	
2.5	78 -82 %	
2.0	73 -77 %	
1.5	68 -72 %	
1.0	63 -67 %	
0.5	58 -62 %	
0.0	0 -57 %	

**Academic Honesty:** Copying and using another student’s work is cheating. If you cheat in this class, you will either 1) fail the assignment or 2) fail the course. All assignments related to this class must be your own work. The JC Catalog defines academic honesty as “... the ethical behavior that includes (students’) producing their own work and not representing others’ work as their own...”

**Business Management Plan and Presentation:** Details will be distributed separately.

**Due Dates, Late Policy and Grading:** All assignments are due on **time**. If you turn in your work past the due date, you will **NOT** receive points.

**Extra Credit:** We will not have extra credit assignments during this course.

**Attendance & Participation:** Attendance and active involvement in our class is a requirement and will directly impact your level of success within this course.

**Note:** This syllabus is not a contract: it is a plan for the course. Each course and each group of students is unique. We may do more or less work than is outlined above. Total points in the course may be altered to reflect the dynamics of our class.

**Semester Schedule for BUA 220 – W H V**

<b>Week</b>	<b>Chapter Topic</b>	<b>Course Assignments</b>
Week 1	<b>CH 1:</b> Managers in the workplace	1. Introduction 2. Discussion 3. Homework
Week 2	<b>CH 2:</b> Making decisions	1. Review 2. Discussion 3. Group work 4. Homework
Week 3	<b>CH 3:</b> Managing the External Environment and the Organizations Culture	1. Review 2. Discussion 3. Group work 4. Homework
Week 4	<b>CH 4:</b> Managing in Global Environment  <b>CH 5:</b> Managing Diversity	1. Review 2. Discussion 3. Group work 4. Homework
Week 5	<b>CH 6:</b> Managing Social Responsibility  <b>CH 7:</b> Managing Change and Innovation	1. Review 2. Discussion 3. Group work 4. Review for Test 5. Homework
Week 6	<b>CH 8:</b> Planning Work Activities  <b>CH 9:</b> Managing Strategy	1. Review 2. Discussion 3. Group work 4. Homework <b>5. Test</b>
Week 7	<b>CH 10:</b> Designing Organizational Structure – Base Designs  <b>CH 11:</b> Designing Organizational Structure – Adaptive Designs	1. Review 2. Discussion 3. Group work 4. Homework
Week 8	<b>CH 12:</b> Managing Human Resources	1. Review 2. Discussion 3. Group work 4. Homework
Week 9	<b>CH 13:</b> Creating and Managing Teams	1. Review 2. Discussion 3. Group work 4. Homework
Week 10	<b>CH 14:</b> Managing Communication	1. Review 2. Discussion 3. Group work 4. Homework – Practice Presentation
Week 11	<b>CH 15:</b> Understanding and Managing Individual Behavior  <b>CH 16:</b> Motivating Employees  <b>CH 17:</b> Being an Effective Leader	1. Review 2. Discussion 3. Business Management Presentation
Week 12		1. Submit business management plan 2. <b>Final Exam</b> 3. Return Books