

## STANDARDIZED COURSE OUTLINE

### SECTION I

**SUBJECT AREA AND COURSE NUMBER:** BMG 202

**COURSE TITLE:** PRINCIPLES OF MANAGEMENT BMG 202

**COURSE CATALOG DESCRIPTION:** Students will learn the fundamentals of management and the operation of organizations. Emphasis is placed on management orientation, planning, organizing, motivating and controlling. The student is exposed to the ever-changing tools required for decision-making. The course should equip students to function in and understand the management area. Formerly listed as MGMT 101, not open to students to who have successfully completed MGMT 101.

**LECTURE HOURS PER WEEK:** 3

**CREDIT HOURS:** 3

**LAB HOURS PER WEEK** (if applicable): none

**COREQUISITE(S):** ENG \*043

### SECTION II

**A. SCOPE:** This course is organized in a way that will emphasize contemporary issues in the classroom. With student discussion, individual and team assignments, and special project work, the learning activities encourage the focus on internal organizational culture and its effect on personalities, strengths, and weaknesses of managers and employees who shape all aspects of the way an organization works. The four managerial functions of planning, organizing, leading and controlling are discussed in the context of how each acquire an understanding of the interpersonal skills required to function as a manager/coach. Students will also learn to appreciate the challenges managers face, so as future managers, they will be better equipped to successfully meet them, consequently contributing to the achievement of efficient, effective, and productive operations. Emphasis will be given to understanding the ethical implications of managerial decisions. A study of how management has evolved over the last few decades will be conducted.

**This course fulfills a Designated Competency in the area of Social Phenomena Knowledge/Understanding (SP).**

**B. REQUIRED WORK:** Students shall complete all assigned readings, projects and other work as determined by the instructor and described in the course syllabus.

**C. ATTENDANCE AND PARTICIPATION:** Students are expected to attend each class, arrive on time, take exams as scheduled, participate in class activities and display appropriate behavior. (Specific instructor policies are to be included in the course syllabus.)

**D. METHODS OF INSTRUCTION:** The methods of instruction are determined by each instructor and may include but are not limited to lecture, discussion, in-class activities, team work, collaborative learning, experimental/exploration, student presentations, or use of technologies such as audio-visual materials, computer, language laboratory, library and/ or internet research, guest speakers, and field trips.

**E. OBJECTIVES, OUTCOMES, AND ASSESSMENT:**

<b>LEARNING OBJECTIVES</b>	<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT METHODS</b>
To demonstrate an understanding of:	Students will:	As measured by:
A. The management process	1. Describe what management is, why it is important, and what/how managers do what they do on the job. (SP 1) 2. Discuss the principal challenges managers face in today's global business environment. 3. Demonstrate understanding that today's manager is also a coach and team member. 4. Describe the four managerial functions of managers, with regard to the specific operations of an organization. (SP 1)	Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.
B. The manager as a person	1. Describe the various personality traits that affect how managers think, feel, and behave. 2. Explain what values and attitudes are and describe their impact on managerial action. 3. Explain how the variety of moods and emotions influence all members of an organization.	Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.
C. Effective management of diversity	1. Explain the central role managers play in the effective management of diversity within and across cultures. (SP 4)	Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.
D. Ethics and social responsibility in business	1. Explain why managers need to create an ethical organizational culture, and how ethics help managers determine the right or proper way to behave when dealing with different stake holders of an organization. (SP 3)	Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.
E. Teams and the group process	1. Explain the stages of group development and use of teams in organizations. Identify the different types of groups and teams that help	Written in-class quizzes, and examinations; presentations to the class;

	<p>managers and organizations achieve their goals. (SP 1, 4)</p> <p>2. Explain how different elements of group dynamics influence the functioning and effectiveness of various types of teams. (SP 1)</p>	<p>team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.</p>
F. Motivation and leadership theories	<p>1. Use different research strategies (presented by college librarians) to investigate and describe how motivation and leadership skills can be used successfully, resulting in maximum productivity for individuals and groups in the workplace. (SP 1, 2)</p>	<p>Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.</p>
G. Internal and external environments	<p>1. Explain how the social, political, legal, economic and socio-cultural elements influence management choices and alternatives. (SP 1)</p> <p>2. Demonstrate understanding of the nature and impact of global management and the challenges it creates. (SP 5)</p>	<p>Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.</p>
H. Employee work units, performance standards and accountability	<p>1. Demonstrate understanding of the process, types, and essential tools of goal setting.</p> <p>2. Demonstrate understanding of how work units are organized, how accountability is maintained, how jobs are designed and allocated, and how authority is assigned.</p> <p>3. Apply knowledge and skills gained in planning to establish performance standards as well as other forms of control. (SP 5)</p>	<p>Written in-class quizzes, and examinations; presentations to the class; team research projects; written reports; opinion papers; demonstrations; case studies, role-plays; participation in class discussions; homework assignments.</p>
I. Written and oral communications skills, as well as critical thinking and problem solving skills	<p>1. Clearly communicate, both orally and in writing, opinions, findings and supporting logics to a variety of audiences by actively participating in group activities.</p> <p>2. Demonstrate the critical thinking and problem solving skills needed to effectively perform as a manager in real world situations.(SP 5)</p>	<p>Written in-class quizzes, and examinations; presentations to the class; Team research projects; written reports; opinion papers; simulations; demonstrations; case studies, role-plays; participation in class discussions debates; homework assignments.</p>

**Core Competency Assessment Artifact (s).**

Assignments from this course that address learning outcomes noted above may be collected to assess student learning across the school.

**F. TEXT(S) AND MATERIALS:** College level introductory textbook in effective management principles, study guides, supplementary reading, and publisher's website.

Recommended: Exploring Management. Schermerhorn, John R., John Wiley & Sons.

**G. INFORMATION TECHNOLOGY:** Conduct research using the Internet, business databases, use of PowerPoint, or as determined by the instructor and described in the course syllabus. Students receive a CD with the textbook and have access to the publisher's online site for additional resources and supplementary materials from the instructor.