

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Principles of Management
COURSE NUMBER	BUSN 0286
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0201, 52.1401
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

The latest major approaches and techniques of management are presented. Consideration is given to the functions of management: planning, organizing, leading, and controlling. Other areas of consideration are communication, motivation, dealing with change, decision making, quantitative tools, and production.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES

AAS Business Administration

1. Problem Solving and Decision Making
Apply appropriate problem solving and decision-making skills.
3. Organizational Impact
Describe how internal and external forces impact the various department within an organization, to include operations, finance, marketing, production and human resources.
4. Legal Framework of Business
Demonstrate knowledge of the legal framework that regulates business activity dealing with elements of legally enforceable contracts.
5. Ethical Responsibilities
Define the ethical responsibilities of business organizations and identify relevant ethical issues.

TEXTBOOKS

<http://kckccbookstore.com/>

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

- I. INTRODUCTION
 - A. The Exceptional Manager: What You Do, How You Do It
 - B. Management Theory: Essential Background for the Successful Manager
- II. THE ENVIRONMENT OF MANAGEMENT
 - A. The Manager's Changing Work Environment & Ethical Responsibilities: Doing the Right Thing.
 - B. Global Management: Managing Across Borders
- III. PLANNING
 - A. Planning: The Foundation of Successful Management
 - B. Strategic Management: How Star Managers Realize a Grand Design
 - C. Individual & Group Decision Making: How Managers Make Things Happen
- IV. ORGANIZING
 - A. Organizational Culture, Structure & Design: Building Blocks of the Organization
 - B. Human Resource Management: Getting the Right People for Managerial Success
 - C. Organizational Change & Innovation: Life-Long Challenges for the Exceptional Manager
- V. LEADING
 - A. Managing Individual Differences & Behavior: Supervising People as People.
 - B. Motivating Employees: Achieving Superior Performance in the Workplace
 - C. Groups & Teams: Increasing Cooperation, Reducing Conflict
 - D. Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader
 - E. Interpersonal & Organizational Communication: Mastering the Exchange of Information
- VI. CONTROL
 - A. Control: Techniques for Enhancing Organizational Effectiveness

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

- A. Be able to identify what managers do and describe the evolution of management theory.
- B. Be able to describe the manager's changing work environment and responsibilities both domestically and globally.
- C. Be able to summarize the challenges of the planning function, explain the elements of strategic planning, and describe how managers make decisions.
- D. Be able to explain the challenges of organizing a firm, building an effective workforce, and how managers address organizational change.
- E. Be able to understand the factors that influence a manager's ability to lead, motivate, and communicate with employees as individuals and in teams as well as effective techniques for dealing with those issues.
- F. Be able to explain the control function and describe various effective control techniques used to manage for productivity and improve quality.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

College Catalog

<https://www.kckcc.edu/academics/catalog/index.html>

College Policies and Statements

<https://www.kckcc.edu/about/policies-statements/index.html>

Accessibility and Accommodations

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.