

Principles of Management (BMGT 1327)



Credit: 3 semester credit hours (3 hours lecture, 0 hours lab)

Prerequisite/Co-requisite: None

Course Description: Concepts, terminology, principles, theories, and issues in the field of management.

End-of-Course Outcomes: Explain various theories, processes, and functions of management; apply theories to a business environment; identify leadership roles in organizations; and describe elements of the communication process.

Required Textbook and Materials:

Principles of Management, v. 2.0
By Mason Carpenter, Talya Bauer, and Berrin Erdogan
FREE textbook (download) in PDF or WORD formats
<http://www.saylor.org/books>

OPTIONAL MATERIALS: (purchase online or hard copy text)
eISBN: 978-1-4533-5447-6
<https://students.flatworldknowledge.com/course/2470099>

Course Objectives

Upon completion of this course, the student will be able to:

1. Explain the role, characteristics, and skills of a supervisor.
2. Identify the principles of management at the supervisory level
3. Identify and discuss the human relations skills necessary for supervision.
4. Explain motivational techniques.
5. Cite examples of how motivational techniques can be used by a supervisor in a working environment.

Course Outline

1. Introduction to Management
 - a. Management
 - i. Management Functions
 - ii. Kinds of Managers
 - iii. Management Roles
 - iv. Management Traits
 - v. Mistakes Managers Make
 - vi. Why Management Matters
 - b. History of Management

- i. Origins of Management
- ii. Scientific Management
- iii. Bureaucratic Management
- iv. Administrative Management
- v. Human Relations Management
- vi. Operations Management
- vii. Information Management
- viii. Systems Management
- ix. Contingency Management

- c. Organizational Environments and Culture
 - i. External Environments
 - 1. General Environment
 - 2. Specific Environment
 - 3. Changing Environments
 - ii. Internal Environments
 - 1. Organizational Cultures
 - d. Ethics and Social Responsibility
 - i. Ethical Decision Making
 - 1. Influences on Ethical Decision Making
 - 2. Practical Steps to Ethical Decision Making
 - ii. Social Responsibility
 - 1. Demands for Social Responsibility
 - 2. Social Responsibility and Economic Performance
2. Planning
- a. Planning and Decision Making
 - i. Planning
 - 1. Benefits and Pitfalls of Planning
 - 2. Making Plans that Work
 - 3. Planning From Top to Bottom
 - ii. Rational Decision Making
 - 1. Steps and Limits to Rational Decision Making
 - 2. Using Groups to Improve Decision Making
 - b. Organizational Strategy
 - i. Sustainable Competitive Advantage
 - ii. Strategy Making Process
 - iii. Corporate Level Strategies
 - iv. Industry Level Strategies
 - v. Firm Level Strategies
- c. Innovation and Change
 - i. Why Innovation Matters
 - ii. Managing Innovation
 - iii. The Risk of Not Changing
 - iv. Managing Change
 - d. Global Management
 - i. The Impact of Global Business
 - ii. Trade Rules and Trade Agreements
 - iii. Forms of Global Business
 - iv. Finding the Best Business Climate
 - v. Becoming Aware of Cultural Differences
 - vi. International Assignments
3. Organizing
- a. Designing Adaptive Organizations
 - i. Departmentalization
 - ii. Organizational Authority
 - iii. Job Design
 - iv. Job Specialization
 - v. Job Rotation, Enlargement and Enrichment
 - b. Managing Teams
 - i. The Good and Bad of Using Teams
 - ii. Stages of Team Development
 - iii. Enhancing Work Team Effectiveness
 - iv. Team Goals and Priorities
 - v. Team Compensation and Recognition
 - c. Managing Human Resource Systems
 - i. Employment Legislation
 - ii. Finding Qualified Workers
 - 1. Recruiting
 - 2. Selection
 - iii. Developing Qualified Workers
 - 1. Training
 - 2. Performance Appraisal
 - iv. Keeping Qualified Workers
 - 1. Compensation
 - 2. Employee Separation

BMGT 1327 Course Syllabus SPRING 2016

- d. Managing Individuals and a Diverse Workforce
 - i. Diversity and Why it Matters
 - 1. Affirmative Action
 - 2. Diversity Makes Good Business Sense
 - ii. Diversity and Individual Differences
 - iii. Managing Diversity
- 4. Leading
 - a. Motivation
 - i. Basics of Motivation
 - 1. Effort and Performance
 - 2. Need Satisfaction
 - 3. Extrinsic and Intrinsic Rewards
 - ii. How Perceptions and Expectations Affect Motivation
 - 1. Equity Theory
 - 2. Expectancy Theory
 - iii. How Rewards and Goals Affect Motivation
 - 1. Reinforcement Theory
 - 2. Goal Setting Theory
 - b. Leadership
 - i. What is Leadership
 - 1. Leaders vs Managers
 - 2. Leadership Traits
 - 3. Leadership Behaviors
 - ii. Situational Approaches to Leadership
 - 1. Contingency Theory
- 2. Goal Theory
 - 3. Decision Theory
 - iii. Strategic Leadership
 - 1. Charismatic Leadership
 - 2. Transformational Leadership
- c. Managing Communication
 - i. Perception and Communication Problems
 - ii. Kinds of Communication
 - iii. Improving Communication
 - iv. Organizational Wide Communication
- 5. Controlling
 - a. Control
 - i. The Control Process
 - ii. Control Methods
 - iii. What to Control
 - 1. Financial
 - 2. Customers
 - 3. Quality
 - 4. Innovation
 - b. Managing Information
 - i. Strategic Importance of Information
 - ii. Characteristics and Costs of Useful Information
 - iii. Capturing, Processing, and Protecting Information
 - iv. Assessing and Sharing Information
 - c. Managing Service and Manufacturing Operations
 - i. Productivity
 - ii. Quality
 - iii. Service Operations
 - iv. Manufacturing Operations
 - v. Inventory

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

- | | |
|---------------|---------|
| 1. Exam #1 | 33 1/3% |
| 2. Exam #2 | 33 1/3% |
| 3. Final Exam | 33 1/3% |

Course Requirements

1. Satisfactory exam grades.
2. Satisfactory attendance.
3. Satisfactory utilization of online component included with textbook

Course Policies

1. A grade of 'C' or better must be earned in this course for credit toward degree requirement.
2. Proper classroom decorum must be maintained at all times.
3. No DISRUPTIONS will be tolerated and in this classroom, we will respect one another's right to learn.
4. No food, drinks, or use of tobacco products in class.
5. Cell phones, headphones, and any other electronic devices must be turned off while in class unless being used for a legitimate classroom purpose such as taking notes or accessing a digital textbook.
6. Do not bring children to class.
7. Do not walk out of class early without talking to me before the class begins.
8. Academic Dishonesty will be dealt with most strictly - An automatic F for the semester, plus a report will be filed.
9. On exam day, all desks MUST be clear except for exam materials. All purses, backpacks, notebooks, papers, etc. should be stored under the desks and out of your line of sight - including CELL PHONES and other digital devices.
10. No late assignments will be accepted.
11. Makeup exams will not be given, unless arranged for in advance. If you miss an exam (including the final) for any reason, without making arrangements with me prior to the exam, you will receive a zero on that exam.
12. Exams (including the final) will begin on time. If you are more than 5 minutes late for the exam, you may not be allowed to take it.
13. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.

14. Attendance is expected and required.
15. Additional class policies as defined by the individual course instructor.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule (SUBJECT TO CHANGE)

Week of	Topic
Week 1	Course introduction and policies Management
Week 2	Management History of Management
Week 3	Organizational Environments and Culture
Week 4	Ethics and Social Responsibility
Week 5	Planning and Decision Making, First Exam
Week 6	Organizational Strategy
Week 7	Innovation and Change
Week 8	Global Management
Week 9	Designing Adaptive Organizations Managing Teams Second Exam
Week 10	Managing Teams Managing Human Resource Systems
Week 11	Managing Human Resource Systems Managing Individuals and a Diverse Work Force
Week 12	Motivation
Week 13	Leadership
Week 14	Managing Communication
Week 15	Control, Managing Information
Week 16	Final Exam

Contact Information:

Instructor: Mr. Ira Wilsker

Office: Office 216, Technology Center

Telephone: (409) 880-8193

E-mail (PREFERRED METHOD OF CONTACT): ira.wilsker@lit.edu

Office Hours WILL BE POSTED ON BLACKBOARD

FINAL EXAM SCHEDULE: MONDAY, MAY 9, 2pm

OTHER ANNOUNCEMENTS:

The ACADEMIC CALENDAR listing all of the important dates is on BLACKBOARD as well as on the mail LIT webpage at <http://www.lit.edu>
All classes are video recorded with PANOPTO.
You can view the class lectures on BLACKBOARD