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
BMGT 1327 Course Syllabus SPRING 2016

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

e. 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

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
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

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

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 – 100</td>
<td>A</td>
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<tr>
<td>80 – 89</td>
<td>B</td>
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<tr>
<td>70 – 79</td>
<td>C</td>
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<td>60 – 69</td>
<td>D</td>
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<tr>
<td>0 – 59</td>
<td>F</td>
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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)**

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