SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 05-24-21

Syllabus Statements

I. CATALOG DESCRIPTION

Course Number: BSAD2540
Course Title: Principles of Management
Prerequisite(s): None

Catalog Description: Introduction to management theory and practice with emphasis on the primary functions of planning, organizing, leading and controlling. Topics will include the ever-changing challenges and opportunities within the management field.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will teach students to*

A. Provide an understanding of the concepts of management and leadership
B. Demonstrate the use of management tools for effective decision-making
C. Provide the basis for planning, including the strategic process and SWOT analysis
D. Distinguish between the various forms of organizational structure and design
E. Identify the characteristics of individual and group behavior, and their influence on organizational culture
F. Examine the foundations of motivation and leadership
G. Describe the process and significance of organizational control systems
H. Demonstrate the importance of ethics and social responsibility

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

A. Student Learning Outcomes: *Students will be able to*

1. Explain managing and leading in the current business environment
2. Identify and describe the primary functions of management
3. Utilize various management tools for effective decision-making
4. Evaluate information to use in effective decision-making
5. Assess the efficiency and effectiveness in organizations
6. Examine the steps of the strategic planning process
7. Identify the types and characteristics of organizational structure and design
8. Discuss the concepts and challenges of managing change in an organization
9. Analyze the characteristics and behaviors of individuals, teams, and groups in organizations
10. Differentiate the significance of various communication methods in organizations
11. Describe motivational models and reward systems
12. Compare and contrast leadership styles
13. Describe the control process
14. Explain the significance of control systems in organizational effectiveness
15. Define the essential components of ethics and social responsibility
16. Examine the impact of ethics and social responsibility on organizational performance

B. General Education Learning Outcomes (GELOs)

1. GELO 3: Critical Thinking & Problem Solving

Outcome 1: Collect, identify, interpret and analyze data.
Outcome 2: Synthesize information to arrive at reasoned solutions to problems.
Outcome 4: Evaluate the validity of arguments, alternatives, data, outcomes, and/or impacts of actions.

IV. CONTENT/TOPICAL OUTLINE

A. The dynamics of management
B. Organizational environment and culture
C. Managing in a global environment
D. Organizational planning and goal-setting
E. Decision-making
F. Fundamentals of organizing
G. Organizational structure and design
H. Change and innovation
I. Human resource management
J. Managing diversity
K. Leading in organizations
L. Organizational control systems
M. Managerial ethics and social responsibility

V. INSTRUCTIONAL MATERIALS

A. Required Text(s):

1. **Option 1:** Knicki, *Management,* Current Edition, McGraw Hill. DDA – Direct Digital Access. You will have access to your digital course materials on the first day of class! The SCC Bookstore has worked with publishers to get your course materials at the lowest cost. These materials are required by your instructor. If you decide that you don't want to participate, you will need to OPT-OUT of the program and be sure that you're obtaining the material on your own. If you stay opted in, you will be charged a reduced price for a digital textbook (E-book) and required code. The book charges go directly to your account at SCC for you to pay. If you would also like to own a paper copy of the book you can purchase a loose-leaf copy at a much-reduced cost at the SCC bookstore, but only if you stay Opted-In to the Direct Digital Access program.
   a. Includes E-book with Connect
2. **Option 2**: Knicki, *Management,* Current Edition, McGraw Hill.
   a. Includes book with Connect
3. **Option 3**: Knicki, *Management,* Current Edition, McGraw Hill.
   a. E-book with Connect (no print copy of book)
4. **Option 4**: Knicki, *Management,* Current Edition, McGraw Hill.
   a. Book only - No Connect access.

NOTE: DDA should be your cheapest option, stay opted-in. If your instructor requires an access code, a used book will probably not work. Connect access codes come with new books. Contact your instructor if you are unsure.

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Explanation and/or lecture
B. Video presentation
C. Student reports
D. Role play
E. Guest speaker
F. Small group activities
G. Discussion
H. PowerPoint presentation
I. Field trips
J. Internet activities

VII. METHODS OF EVALUATION

A. Course grades, at the determination of the instructor, will be based on class and group participation, daily work, exams, presentations, projects, papers, and/or a portfolio.

B. Instructors will distribute and discuss the evaluation process and his/her grading policies with the students at the beginning of the term.

C. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

A. Course Prerequisite: None

B. Other Requirements: This will be determined by the instructor and college.