

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 08-26-19

[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 management concept and leadership
- B. Demonstrate the use of management tools for effective decision-making
- C. Provide the basis for planning and the strategic process
- D. Distinguish between the various forms of organizational structure and design
- E. Identify the characteristics of individuals and groups and their effects on organizational behavior and culture
- F. Examine the foundations of motivation and leadership
- G. Describe the process and significance of organizational control systems
- H. Demonstrate the importance of organizational social responsibility and ethics

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Explain managing and leading as it relates to today's organizations
 - 2. Identify and describe the primary functions of management
 - 3. Utilize the various management tools for more effective decision-making
 - 4. Evaluate among the various types of information used in effective decision-making
 - 5. Assess the efficiency and effectiveness in organizations
 - 6. Examine the steps of the strategic planning process
 - 7. Identify the various types and characteristics of organizational structures and design
 - 8. Discuss the concepts and challenges of managing change in an organization
 - 9. Analyze the characteristics and behaviors of teams, individuals and groups in an organization
 - 10. Differentiate the significance of various interpersonal communication methods in organizations
 - 11. Describe various motivational research models and reward systems
 - 12. Compare and contrast various leadership styles/classifications
 - 13. Describe the various control systems
 - 14. Understand the significance of control systems in organizational effectiveness
 - 15. Define the essential components of ethics and organizational social responsibility
 - 16. Examine the impact of social responsibility and ethics on the long term performance of an organization

- 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 Exceptional Manager: What You do, How You do It.
- B. Management Theory: Essential Background for the successful manager
- C. The Environment of Management
- D. Global Management: Managing across Borders
- E. Planning: the Foundation of Successful Management
- F. Strategic Management: How Exceptional Managers Realize a grand Design
- G. Individual and Group Decision Making: How Managers Make Things Happen
- H. Organizational Culture, Structure, and Design: Building blocks of the Organization
- I. Human Resource Management: getting the rights People of Managerial Success
- J. Organizational Change and Innovation: Lifelong Challenges for the Exceptional manager
- K. Managing Individual Differences and Behavior: Supervising People and people
- L. Motivating Employees: Achieving superior Performance in the Workplace
- M. Groups and Teams: Increasing cooperation, Reducing Conflict
- N. Power, Influence, and Leaderships: From Becoming a Manager to Becoming a Leader
- O. Interpersonal and Organizational Communication: Mastering the Exchange of Information
- P. Control Systems and Quality Management: Techniques for Enhancing Organizational Effectiveness

V. INSTRUCTIONAL MATERIALS

- A. Required Text(s):
 - 1. **Option 1:** ISBN: 9781260827323 Knicki, *Management*, 9th 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:** ISBN: 9781260866605, Knicki, *Management*, 9th edition, McGraw Hill
 - a. Includes book with Connect
 - 3. **Option 3:** ISBN: 9781260815580, Knicki, *Management*, 9th edition, McGraw Hill
 - a. E-book with Connect (no print copy of book)
 - 4. **Option 4:** ISBN: 9781260815665, Knicki, *Management*, 9th 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.