



MERCER
COUNTY COMMUNITY COLLEGE

COURSE OUTLINE

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| Course Number BUS 210 | Course Title PRINCIPLES OF MANAGEMENT | Credits 3 |
| Hours: Lecture/Lab/Other 3/0/0 | Pre-requisite ENG 101 with a minimum "C" grade | Implementation Semester & Year Spring 2022 |

Catalog description:

Provides a framework for managing an organization, including discussion of the key management functions of planning, organizing, staffing, influencing and controlling, with emphasis on ethics and international management issues.

General Education Category:
Not GenEd

Course coordinator:
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Required texts & Other materials:

- Text: Management – A Practical Introduction, Kinicki and Williams, 10th edition, McGraw-Hill Publishing

Course Student Learning Outcomes (SLO):

Upon successful completion of this course, students will be able to:

1. Define management, management functions, management roles, and the different levels of management. (**Supports ILGs 1; PLO-BAs 3 and 4; PLO-BSs 1 and 2**)
2. Discuss the evolution of management and identify the theorists that have contributed to each of the schools of management. (**Supports ILGs 1, 11; PLO-BAs 3 and 4; PLO-BSs 1 and 2**)
3. Discuss ethical issues, the importance and degrees of social responsibility, and managing globally across borders (**Supports ILGs 1, 4, 8, 9, 10, 11; PLO-BAs 2 and 3; PLO-BSs 4**)
4. Explain the importance of planning, the framework of plans, types of plans, and the planning process. (**Supports ILGs 1,11; PLO-BSs 1, 2, 5, 6**)
5. Identify an approach to decision making dependent on the issue (**Supports ILGs 1, 4, 10, 11; PLO-BSs 1, 3, 5, 6**)
6. Discuss the process of organizing and why different organizations adopt different approaches to structuring their operations. (**Supports ILGs 1, 4, 10, 11; PLO-BAs 2, 3, 4; PLO-BSs 1, 3, 5, 6**)
7. Distinguish between various leadership styles and its impact on motivation and teambuilding. (**Supports ILGs 1, 11; PLO-BSs 1, 2, 6**)
8. Apply differing communication strategies in leadership roles. (**Supports ILGs 1, 11; PLO-BSs 1, 2, 6**)
9. Explain the different aspects of the principles and theories of control. (**Supports ILGs 1, 2, 4, 10,11; PLO-BAs 1 and 4 PLO-BSs 6,9,10**)

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 2. Mathematics. Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

Institutional Learning Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals

Institutional Learning Goal 8. Diversity and Global Perspective: Students will understand the importance of a global perspective and culturally diverse peoples

Institutional Learning Goal 9. Ethical Reasoning and Action. Students will understand ethical frameworks, issues, and situations.

Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Program Learning Outcomes for: Business Administration (AS) PLO-BA

1. Formulate an analytical and quantitative approach to problem solving;
2. Demonstrate an understanding of the role of U.S. business in a globalized society;
3. Acquire effective business communication skills, including computer literacy;
4. Develop the foundation necessary to continue studies in fields such as economics, finance, accounting, management, marketing, and human resources;

Program Learning Outcomes for: Business Studies (AAS) PLO-BS

1. Use effective verbal and written communication in conducting business;
2. Apply management skills in a variety of business functions;
3. Comprehend how the global economy and international events affect domestic and international business decisions;
4. Identify unethical behavior in a business setting and formulate appropriate action;
5. Understand, analyze, and discuss current economic events and problems;
6. Demonstrate critical thinking and problem-solving skills

Units of study in detail – Unit Student Learning Outcomes:

Unit I [Unit I Management Concepts] [Supports Course SLO #1, 2, 3]

Learning Objectives

The student will be able to:

- Define management, the needs managers must address, management levels, management functions, management roles, and management skills
- Discuss the evolution of management and identify contributing theorists to each of the schools of management
- Discuss ethical conduct, ethical dilemmas, and guidelines for managing ethically
- Explain the nature and approaches of social responsibility
- Explain the principles of TQM and re-engineering
- Explain the link between quality, productivity, and profitability of the necessary commitments

Unit II [Unit II Planning and Decision Making] [Supports Course SLO #4, 5]

Learning Objectives

The student will be able to:

- Explain how an organization acts as an open system within the context of its internal and external environments
- Explain the relationship between planning and all other management functions

- Explain the importance of planning, the framework for plans, types and uses of plans, the planning process, elements of a plan and barriers
- Explain the nature of strategic management, elements of strategic planning, levels of strategic planning, and the strategic planning process (CC#4) • List the steps for decision making
- Discuss the decision making climate and the various influences on the manager's problem solving efforts
- Discuss the value of group decision making and explain the techniques of group decision making

Unit III [Unit III Organizing] [Supports Course SLO #6]

Learning Objectives

The student will be able to:

- Link the Planning function to the Organizing function in management
- Explain the span of control and its influence on organizing decisions
- Explain the organizing process and why different organizations adopt different approaches to structuring their organization
- Differentiate between line, staff and functional authority as well as delegation of authority
- Discuss organizational design, objectives, contingency factors affecting organizational design, the structures in common use, and their pros and cons
- Explain the manifestation of organizational cultures and subcultures
- Define nature of change, managing and implementing change, and the concept of organizational development

Unit IV [Unit IV Leading] [Supports Course SLO #7, 8]

Learning Objectives

The student will be able to:

- Define leadership and common traits of leaders
- Explain the association between leadership, power and authority
- Explain historical and modern theories of leadership
- Define motivation and identify the most relevant theories and motivational challenges
- Explain the importance of communication and effective communication strategies for leaders

Unit V [Unit V Controlling] [Supports Course SLO #9]

Learning Objectives

The student will be able to:

- Explain information flow and how it can be managed in organizations
- Identify the control process, the types of controls, characteristics of effective controls and how to make controls effective
- Provide examples of financial, budget, market, and human resource controls
- Calculate common financial and operational controls (CC#9)

Evaluation of student learning:

| Grading: | Percentage: |
|------------------------------------|--------------------|
| Midterm Exam | 25% |
| Final Exam | 25% |
| Corner Office Project (Individual) | 25% |
| HW Assignments | 25% |

| Grading Schema | |
|-----------------------|-----------|
| Letter Grade | Nominal % |
| A | 93-100 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 70-76 |
| D | 60-69 |
| F | 00-59 |