

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

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| <u>COURSE NUMBER:</u> | BUAD 215 |
| <u>COURSE TITLE:</u> | PRINCIPLES OF MANAGEMENT |
| <u>SEMESTER CREDIT HOUR:</u> | 3 |
| <u>DEPARTMENT:</u> | Business Administration/Management |
| <u>DIVISION:</u> | General Education |
| <u>PREREQUISITES:</u> | None |
| <u>REVISION DATE:</u> | April 2014 (syllabus creation) |

COURSE DESCRIPTION:

Principles of Management introduces the student to the functions of management: planning, organizing, leading and controlling. This includes concepts such as organizational cultures, ethics, decision making, dynamics of teams and leadership.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Acquire overview knowledge of management.

- Explain the four functions of management and different kinds of managers.
- Discuss the history of bureaucratic and administrative management.
- Describe the process that companies use to understand changing environments.
- Describe what influences ethical decision making.

2. Apply the management function of planning.

- Evaluate the benefits and pitfalls of planning.
- Differentiate and discuss corporate level, industry level and firm level planning strategies.
- Discuss the impact of global business.

3. Apply the management function of organizing.

- Evaluate the different methods of job design.
- Evaluate the advantages and disadvantages of using teams.
- Describe how to determine training needs and the appropriate training program.
- Describe diversity and why it is important to managers.

4. Apply the management function of leading.

- Apply motivation theories, including expectancy theory, reinforcement and goal setting to the workplace.
- Describe leadership.
- Describe the communication process and the types of communication in organizations.

5. Apply the management function of controlling.

- Discuss the various methods that managers can use to maintain control.
- Explain the strategic importance of information.
- Explain the strategy of total quality management.