



MASTER COURSE OUTLINE

A. BUSA 2042 Principles of Management

B. COURSE DESCRIPTION:

This course consists of a systematic study of basic management processes including planning, organizing, leading and controlling within an organizational setting. It examines the historical and philosophical foundations of management as well as current theory and practices. Topics include operation management, decision-making, ethics and corporate responsibility, planning resource management, labor relations, workgroups, leadership, organizational design and development, strategic management, international management, cultural diversity, and technology. Effective management principles are examined. This course is part of the Associate in Arts Business Concentration and Associate in Science Business degrees which are accredited by the Accreditation Council for Business Schools and Programs (ACBSP).

(3 Cr – 3 lect, 0 lab)

C. **Core Theme: Critical Thinking and Ethical and Civic Responsibility

D. MAJOR CONTENT AREAS:

- Management levels, types, functions, roles, and skills
- Developments in management theories
- International management and cultural diversity
- Cultural differences in business
- Technology demands on managers and corporations
- Business ethics and their philosophical principles
- Ethical decision-making guidelines
- Corporate and employee social responsibility
- Strategic and operating plans and business strategy development
- Individual and group problem solving and decision-making steps
- Quantitative techniques for planning and decision making
- Job design and work schedules (enrichment, involvement, enlargement, and rotation options)
- Organizational structures and managing change
- Strategic human resource planning
- Characteristics and traits and behaviors and skills of effective leaders
- Motivation, performance, and commitment
- Organizational channels and communication directions
- Nonverbal and verbal communication in organizations
- Types of teams and groups and characteristics of effective work groups

- Types (nonbudgetary, budgetary, and information) and strategies of control
- Characteristics of effective controls

E. GOALS/GENERAL COMPETENCIES:

| <u>GOAL</u> | <u>OBJECTIVES</u> Students will be able to | <u>OUTCOMES</u> The student will successfully |
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| ** <u>Critical Thinking</u> | gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected. | 1. apply current and historical management theories and practices by analyzing, evaluating, and presenting justifiable recommendations for real world management scenarios. |
| ** <u>Ethical and Civic Responsibility</u> | examine, articulate, and apply their own ethical views. | 1. identify ethical and social responsibility approaches, apply them to business situations and analyze their impact on behavior. |
| <u>CS</u> | examine managerial activities and four management functions (planning, organizing, leading, and controlling) within a business organization. | 1. compare and contrast the different managerial activities and functions within a business. |
| <u>CS</u> | recognize the manager's responsibility within the business organization's structure and design | 1. explain the manager's role and responsibility to the business organization's goal. |
| <u>CS</u> | recognize the planning and decision-making processes practiced in management. | 1. identify and explain the planning and decision making process practiced in management and how it supports strategic, tactical, and operational plans. 2. apply planning and decision-making processes to management scenarios. |
| <u>CS</u> | recognize the organizing function within a business organization. | 1. identify and analyze the impact of changing demographics, diversity, and globalization on organizations. 2. analyze the advantages, disadvantages, and best practices of utilizing teams. |
| <u>CS</u> | identify various controlling processes used by managers | 1. identify and explain the various controlling processes used by a manager. |
| <u>CS</u> | examine various aspects of influencing and directing employees, including motivation, communication, and leadership. | 1. compare and contrast the various aspects of influencing and directing employees, including motivation, communication and leadership. |
| <u>CS</u> | recognize the evolution of organizational structure as a company changes due to internal and external forces. | 1. identify and discuss the evolution of organizational structure and cultures as a |

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| | | company and management changes. |
| <u>CS</u> | examine the management skills necessary for leading/directing at various management levels. | 1. analyze the personal traits and management skills of effective leaders. |

F. SPECIAL INFORMATION:

ACCESSIBILITY INFORMATION: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor or Student Success Center during the first week of class of any accommodations needed for the course. This information will be made available in alternative format, such as Braille, large print, or cassette tape, upon request.

TECHNICAL SKILLS REQUIREMENT: Ability to use current application software; create and format documents; download, save and upload assignment files; manage assignment files; send and receive e-mail from College e-mail account; conduct Internet research, and use of a course management software program.

G. COURSE CODING INFORMATION:

Course Code A/Class Maximum 42; Letter Grade.

Revision date: 2/1/17

AASC Approval date: 3/21/17

| *Riverland Community College Disciplines | MnTC Goal Number |
|---|-------------------------|
| Communication (CM) | 1 |
| Natural Sciences (NS) | 3 |
| Mathematics/Logical Reasoning (MA) | 4 |
| History and the Social & Behavioral Sciences (SS) | 5 |
| Humanities and Fine Arts (HU) | 6 |

| **Riverland Community College Core Themes | MnTC Goal Number |
|--|-------------------------|
| Critical Thinking (CT) | 2 |
| Human Diversity (HD) | 7 |
| Global Perspective (GP) | 8 |
| Ethical and Civic Responsibility (EC) | 9 |
| People and the Environment (PE) | 10 |

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

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