# **BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

### GENERAL COURSE INFORMATION

Course Number: BUSI 1803

Course Title: Principles of Management

Course Hours: 3

Prerequisite: None

Division and Discipline: Career and Technical Education, Business Management & Leadership

Course Description: A course in management principals and functions that will allow students to learn and assess management skills that are needed in today’s society and business. The management theory is studied in the grouping of the basic management functions: planning, organizing, leading and controlling. Additional elements including human relations, leadership, and ethics are also essential management skills.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. [Most up-to-date documents are available on the College webpage.]

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at [disabilityservices@bartonccc.edu](file:///\\amstore11\faculty\HeierD\Management\Syllabus\disabilityservices@bartonccc.edu).

### COURSE AS VIEWED IN TOTAL CURRICULUM

Principles of Management is required of those students seeking an Associate of Science degree in Business Management and Leadership. This course is an introduction to the basic elements of managing a business organization.

Transferability varies among institutions, and perhaps even among departments, colleges, or programs within an institution. Also, these requirements may change from time to time and without notification. Therefore, it shall be the student’s responsibility to obtain relevant information from intended transfer institutions during his/her tenure at Barton Community College to insure that he/she enrolls in the most appropriate set of courses for transferability.

## The learning outcomes and competencies detailed in this course syllabus meet or exceed those specified for this course by the Kansas Core Outcomes Groups project, and as approved by the Kansas Board of Regents – <http://kansasregents.org/transfer_articulation>.

## ASSESSMENT OF STUDENT LEARNING

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

## Course Outcomes, Competencies, and Supplemental Competencies:

1. Introduce the student to management
   1. Describe a manager’s responsibility in terms of skills, functions, and roles
   2. Describe and compare the three different types of managers: general, functional, and project
2. Identify and describe globalization, ethics, and social responsibility
3. Describe the five internal environmental factors and nine external factors that can affect the business environment
4. Explain the difference between a domestic, international, and multi-national business; and how to take a business global
5. Describe the three levels of organizational culture and their relationship
6. Introduce creative problem solving and decision making
   1. Explain the relationship among objectives, problem solving, and decision making
   2. List the six steps in the decision-making model
   3. Determine the processes of using quantitative techniques or group generated alternatives, implementation and control
7. Describe strategic and operational planning
   1. Describe the importance of conducting a company situation analysis (SWOT); and creating and implementing a mission statement
   2. Identify the similarities and differences of goals and objectives
   3. Describe the four grand strategies: growth, stability, turnaround and retrenchment and combination
   4. State the difference between standing, single-use and contingency plans
   5. Identify the importance of time management and difference techniques
8. Introduce organizing and delegating work
9. List and explain the four levels of authority
10. Describe the relationship between line and staff authority
11. Explain organization chart and list the four things it shows
12. Describe the job characteristics model and what it is used for
13. Explain how to set priorities and how you delegate high, medium, and low priority
14. Discuss managing change: culture, innovation, and diversity
    1. List the four types of changes
    2. Identify the stages in the change process and resistance to change
15. Describe the process of human resources management
16. Identify the difference between orientation, training, and development of employees
17. List the four parts of the human resources management process
18. Explain the two types of performance appraisal
19. Describe organizational behavior including power, politics, conflict and stress
20. List the differences along the continuum for each of the five personality traits
21. Identify how organizational power, attitudes, and perceptions affect management
22. List and define the five conflict management styles
23. List the steps in initiating the conflict resolution model
24. Describe communication process and barriers
    1. Describe three ways that communication flows in an organization
    2. List the steps in the message sending and receiving process
25. Identify motivation techniques and barriers
    1. Explain and define what networking, reciprocity, and coalitions
    2. Compare the major similarities and differences between the content motivation and the process motivation theories
    3. Explain the four types of reinforcement
    4. State the difference among trait, behavioral, and situational leadership theorists
26. Describe leading and leadership techniques
    1. Identify the management levels that are the focus of charismatic, transformational, transactional, and symbolic leadership
    2. Describe the major characteristic shared with various models and theories
    3. Define the three major roles played in groups and the four major stages of group development
27. Investigate control systems: financial and human
28. List the four stages of the systems process and describe the type of control used at each stage
29. Describe the differences among the three control frequencies
30. List the three primary financial statements and what is presented in each of them
31. Introduce operations, quality, technology, and productivity
    1. Define quality control and state the core values of total quality management (TQM)
    2. Describe supply chains, priority scheduling, and its three priorities
    3. Explain the difference among inventory control, just-in-time (JIT) inventory, and materials requirement planning (MRP)

### INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS

### TEXTBOOKS AND OTHER REQUIRED MATERIALS

### REFERENCES

### METHODS OF INSTRUCTION AND EVALUATION

### ATTENDANCE REQUIREMENTS

### COURSE OUTLINE