

PRINCIPLES OF MANAGEMENT

Course No	:	BUS 152
Course Title	:	PRINCIPLES OF MANAGEMENT
Prerequisites	:	BUS 140
Course Type	:	Major
Faculty Member	:	Dr. ; Room # ; Telephone ; e-mail
Office Hours	:	
Class Time	:	
Lecture Class	:	

Course Objectives:

The objective of this course is to expose students to the theories of management, organizational theory, and the practice of management in contemporary organizations from a conceptual, analytical, and pragmatic perspective. The course is a study of how to be better managers and aims at developing skills and knowledge needed to successfully manage an organization.

Course Description:

This is an introductory course about the management of organizations. It provides instruction in principles of management that have general applicability to all types of enterprises; basic management philosophy and decision making; principles involved in planning, organizing, leading, and controlling; and recent concepts in management.

Course Outline:

1. Definition of Management
2. The Increasingly Dynamic Environment; New Challenges for Managers.
3. Types of Plans; Management by Objectives; Strategic Management Process ; Tactical Business Plans ; Software Planning Tools
4. Operational Planning Tools ; Budgets
5. Planning and Decision Making ; Rational & Moral Decision Making
6. Basic Organization Design Concepts; Contingency Approach to Organization Design
7. Traditional Organization Designs ; Organization Culture and Structural Design
8. Managers and Human Resource Management ; Strategic Human Resource Planning
9. Forces for Change; Organizational Change ; Change and TQM
10. Toward Explaining and Predicting Behavior ; Personality; Understanding Group Behavior ; Teams and TQM ; Individual & Group Decision Making: How Managers Make Things Happen.
11. Managers versus Leaders ; Emerging Approaches to Leadership ; Motivating Employees
12. Understanding Communication ; Processes ; Conflict Management Skill
13. Information Control Systems ; Operations Controls ; Software tools for evaluation and assessment of business systems

Learning Outcomes:

Upon completing this course the student should be able to:

1. Explain the role of planning, organizing, staffing, leading and controlling in management
2. Recognize the role of management in modern organizations
3. Understand the importance of organizational goal setting
4. Understand the types of decisions made in business, and be familiar with the steps in the decision-making process.
5. Be familiar with the human resource management activities involved in attracting, developing, and maintaining an effective work force.
6. Understand the importance of effective leadership for the success of the organization.

Teaching Methods:

Electronic presentation, Use of Spreadsheet templates, and CD-ROM for action learning
Use of the Internet for up-to-date global info; Usage of Statistical CD-ROM data

Use of Modern Instructional Technology:

Use of LCD Projector, PC, CD ROM, modern Spreadsheet and Electronic presentation packages

Skills to be developed:

This course helps students in developing the following skills:

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| 1. Communication (Oral & written) and | Through Assignments, Case Study discussions and Examinations |
| 2. Analytical | Through Case studies and examinations |
| 3. Team Work | Through Case studies |
| 4. Creative Thinking | Through Case studies, assignments, classroom discussions |
| 5. Adaptability to Change | Through Case studies, and examinations |
| 6. Ethics | Through lectures and assignments |
| 7. Use of Information Technology | Through use of PCs, Internet, CD-ROM, Statistical data base in the library |
| 8. International issues | Through Case studies, assignments, classroom discussions, and examinations |

Evaluating Student Performance:

Class participation and attendance	10%
Individual assignments	20%
Mid-term examination	20%
Project Presentation (Final)	50%

Assignment	LO1	LO2	LO3	LO4	LO5	LO6
Class Participation	X	X			X	X
Class Assignments/ Tests		X	X	X		
Mid-term exam	X	X	X	X	X	X
Project					X	X

Grading:

<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>
90 - 100	A	4.0	70 - 74	C	2.0
85 - 89	B+	3.5	65 - 69	D+	1.5
80 - 84	B	3.0	60 - 64	D	1.0
75 - 79	C+	2.5	< 60	F	0.0

Educational Resources:

<i>Educational Resource</i>	Description	Comments
Textbooks Required	Robbins, DeCenzo, Fundamentals of Management, (1995) Prentice Hall Publishers. Management, by Kinicki and Williams Irwin McGraw Hill, ISBN: 0-07-2555467	
References	Becoming A Master Manager: A Competency Framework by Robert E. Quinn, Sue R. Faerman, Michael P. Thompson, and Michael R. McGrath, 2 nd ed. Training In Interpersonal Skills by Stephen P. Robbins and Phillip L. Hunsaker, 2 nd ed. Al Khawarizmi International College, Lecture Notes 'Introduction to Management 1st Edition' Naylor, John (1998) 'Management.' London, FT Management.	
Computers	Internet searches for obtaining info on Management Principles.	
CD - ROM :	(CD-ROM) data base in the library + Action learning through CD Accompanying the textbook	
Other Resources:	Library resources, Internet search of periodicals	

Course Schedule & Outline:

Sixteen Week Semester, 3 hrs/Wk

Date	Week	Outline Syllabus	Learning Outcomes	Homework Assignments, Due dates
February 12/2-16/2	1		LO1	
February 19/2-23/2	2		LO2	
May 28/5- 31/5		General Review		