

COLLEGEWIDE COURSE OUTLINE OF RECORD

BUS 105, PRINCIPLES OF MANAGEMENT

COURSE TITLE: Principles of Management

COURSE NUMBER: BUS 105

PREREQUISITES: Demonstrated competency through appropriate assessment or earning a grade of "C" or better in ENG 025 Introduction to College Writing II, ENG 032 Reading Strategies for College II and MAT 044 Mathematics

DIVISION: Business

PROGRAM: Business Administration

CREDIT HOURS: 3

CONTACT HOURS: Lecture: 3

DATE OF LAST REVISION: Spring, 2005

EFFECTIVE DATE OF THIS REVISION: Fall, 2005

CATALOG DESCRIPTION: Describes the functions of managers, including the management of activities and personnel. Focuses on application of guidance principles in management.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Define management, managers, and the basic management functions.
2. Evaluate classical, behavioral, and quantitative management theory, as well as identify and describe contemporary management perspectives.
3. Distinguish between the external, task, and internal environments of organizations.
4. Discuss social responsibility, the meaning of ethics in the business setting, and the social audit.
5. Describe the roles of goals and goal setting in the planning process and identify barriers that may interface with goal setting.
6. Explain the strategic planning process and the process of strategy implementation.
7. List, describe, and apply the steps in the decision making process.
8. Identify and describe the major purposes for and types of forecasting techniques.
9. Discuss the nature of work specialization, departmentalization, and the span of management.
10. Discuss various forms of scheduling.
11. Discuss how organizational activities are coordinated and describe the management of organizational conflict.
12. Assess the nature of motivation and describe motivational techniques and programs.
13. Identify and describe contemporary perspectives on leadership and discuss political behavior and politics.
14. Define international business and recognize different international management strategies.

COURSE CONTENT: Topical areas of study include -

Planning
Organizing

Decision Making
Leading

Motivating
Ethics
Team Building
Global Economy

Controlling
Technical Skills
Not-for-profit managing
Interpersonal Skills

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

ADA STATEMENT:

Ivy Tech State College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.