

BA 258

PRINCIPLES OF MANAGEMENT

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REQUIRED TEXTBOOK: *Management a Practical Introduction*,. Kinicki and Williams, McGraw-Hill, Current Edition

What is Management?

Art and Science

Management is both art and science. It is the art of making people more effective than they would have been without you. The science is in how you do that. There are four basic pillars: plan, organize, direct, and monitor.

Management focuses on the entire organization from both a short and a long-term perspective. Management is the managerial process of forming a strategic vision, setting objectives, crafting a strategy and then implementing and executing the strategy. Management goes beyond the organization's internal operations to include the industry and the general environment. The key emphasis is on issues related to environmental scanning and industry analysis, appraisal of current and future competitors, assessment of core competencies, strategic control and the effective allocation of organizational resources.

Course Content

PART 1. INTRODUCTION

1. The Exceptional Manager: What You Do, How You Do It
2. Management Theory: Essential Background for the Successful Manager

PART 2. THE ENVIRONMENT OF MANAGEMENT

3. The Manager's Changing Work Environment & Ethical Responsibilities
4. Global Management: Managing Across Borders

PART 3. PLANNING

5. Planning: The Foundation of Successful Management
6. Strategic Management: How Star Managers Realize a Grand Design
7. Individual & Group Decision Making: How Managers Make Things Happen

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PART 4. ORGANIZING

- 8. Organizational Culture, Structure, & Design: Building Blocks of the Organization
- 9. Human Resource Management: Getting the Right People for Managerial Success
- 10. Organizational Change & Innovation: Lifelong Challenges for the Exceptional Manager

PART 5. LEADING

- 11. Managing Individual Differences & Behavior
- 12. Motivating Employees: Achieving Superior Performance in the Workplace
- 13. Groups & Teams: From Conflict to Cooperation
- 14. Power, Influence, & Leadership: From Becoming a Manager to Becoming a Leader
- 15. Interpersonal & Organizational Communication

PART 6. CONTROL

- 16. Control: Techniques for Enhancing Organizational Effectiveness

LEARNING OBJECTIVES

<i>STUDENTS WILL BE GIVEN THE OPPORTUNITY TO LEARN:</i>	<u>General Education Goals addressed*</u>
The role of leadership and management within an organization.	DL,L,CT,SPR
Management theories.	DL, L, CT,SPR
Planning and decision making.	DL,L CT
Different ways to organize.	DL,L CT
Communicate effectively within and outside of an organization.	DL,L CT, SPR
Appreciate different leadership and motivation styles and which ones best suit the student as manager.	DL,L CT
Work effectively within a small group team environment, to give and receive feedback, and to resolve conflicts.	DL,L CT,SPR

*General Education Goals:	Code:
Disciplinary Learning: Knowledge of content in prerequisite or transfer courses, as well as preparation for a career.	DL- (4)
Literacy: Skills in reading, writing, speaking, listening, and quantifying, as well a awareness and appreciation of learning styles and lifelong learning options.	L (2)
Critical Thinking: Competency in analysis, syntheses, problem solving, decision making, creative exploration, and formulation of an aesthetic response.	CT (2)
Social and Personal Responsibility: Awareness of and responsiveness to diversity and commonality among cultures, multiplicity of perspectives, ethical behaviors, and health and wellness issues.	SPR (3)
Using Resources: Skills in accessing, and evaluating information resources including campus resources, awareness of the role of information resources in making sound decisions, and command of the skills required to use appropriate technologies effectively.	UR (2)

Means To Achieve Objectives:

- A. Lectures and text will examine the framework and some of the many details of management.
- B. Homework assignments, daily quiz, class discussion, small-group-review of case studies, Internet exploration, group projects, and other activities will allow the practice and expression of management.
- C. Teaming and study teams are encouraged.
- D. Active participation of the student is expected. Preparation consists of reviewing the past lesson, turning in the assignment, and coming prepared to learn.

Additional comments on Competencies within the Management Discipline:

Students will be given the opportunity to learn about skills required to be a good manager. Additionally, they will be shown that management is not practiced in isolation; the world around an organization has profound affect on how well it is managed. Students will be shown how management activities are done on different scales, from a small company to a global giant. In addition this course will draw on the student's ability to communicate: writing, speaking and presenting.

Critical Thinking.

Students will review and evaluate management situations by case studies or examination of current events. Discussion questions are assigned to allow the student to discuss a situation and defend it.

Social and Personal Responsibility

Students will explore personal ethical, cultural, and social responsibility issues surrounding management activities. Also, they will examine how a company is managed in a pluralistic society. And participate in group activities.

Resources

Students will tap into a variety of resources to meet class assignments including outside reading, textbook materials, magazines, newspapers, the Internet, and possibly guest speakers. The learning in this class will not be limited to the class textbook.

STUDENT EVALUATION:

Relative Weight

Attendance/Participation	15%
Exercises: On-line, group, in class	25%
Midterm	30%
Final	30%