DEPT. Business COURSE NO. 2221

NUMBER OF CREDITS: 3

COURSE TITLE: Principles of Management

CATALOG DESCRIPTION: This course studies the general principles of management planning, organizing, staffing, directing and controlling the establishment. Course emphasis is placed on the development of goals, policies, and systems necessary to coordinate all resources of an organization to achieve objectives. The importance of adequate managerial communication and motivation in accomplishing specific purposes, and the decision-making and problem solving process are emphasized.

AUDIENCE This course is open to all students of any age and diversity.

FULFILLS MN TRANSFER CURRICULUM AREA(S)

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE The course is one semester.

THIS COURSE IS USUALLY OFFERED:

Every other year fall spring summer undetermined

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT:

   To provide a comprehensive and up-to-date introduction to management theory, research, and practice.

   To explore the functional process framework of management.

   To encourage ethical conduct and social responsibility.

2) THINKING SKILLS:

   Developing critical understanding of the management process.
Solving problems and make decisions relating to management of the firm.

3) COMMUNICATIONS SKILLS:

Writing reports for the management simulation.

Critical reading and listening to classroom lecture complete the assignments and tests.

4) HUMAN DIVERSITY:

The dynamic management environment will provide the opportunity for all students to achieve their potential.

TOPICS TO BE COVERED:

Introduction to the Course

Chapter 1 Managers and Entrepreneurs

Chapter 2 The Evolution of Management Thought

Lecture Management Simulation

Chapter 3 The Changing Environment of Management

Chapter 4 International Management

Chapter 5 Management’s Social and Ethical Responsibilities

Chapter 6 The Basics of Planning and Project Planning

Chapter 7 Strategic Management

Chapter 8 Decision Making and Creative Problem Solving

Chapter 9 Organizations

Chapter 10 Organizing in the Twenty-First Century

Chapter 11 Human Resources Management
Chapter 12 Communicating in the Internet Age

Chapter 13 Motivating Job Performance

Chapter 14 Group Dynamic and Team Work

Chapter 15 Influence Process and Leadership

Chapter 16 Change, Conflict, and Negotiation

Chapter 17 Organizational Control and Quality Improvements

LIST OF EXPECTED COURSE OUTCOMES: The student is required to display an understanding of various topics covered throughout the course. Student will learn the importance of planning and decision making through practical experiences attained by simulation.

LEARNING/TEACHING TECHNIQUES used in the course are:

Collaborative Learning        Problem Solving
Student Presentations         Interactive Lectures
Creative Projects             Individual Coaching
Lecture                      Films/Videos/Slides
Demonstrations               Other (describe below)
Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

Reading                       Tests                  Individual Projects
Oral Presentations            Worksheets             Collaborative Projects
Textbook Problems             Papers                 Portfolio
Group Problems                Term Paper
Other (describe below)
EXPECTED STUDENT LEARNING OUTCOMES: The student will gain knowledge in the general aspects of business management. They will become better decision makers and understand the management functions.

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.

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