

Pellissippi State Community College
Master Syllabus

PRINCIPLES OF MANAGEMENT
BUSN 2330

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2016

Catalog Course Description:

This course is a study of management through analysis of the functions of planning, organizing, leading, and controlling.

Prerequisites:

None

Co-requisites:

None

Textbooks and Other Supplies:

Textbook: Daft, Richard L. and Dorothy Marcic, *Understanding Management, 10th Ed.*, Southwestern/Cengage, 2017. ISBN: 978-1-305-50221-5

Week/Unit/Topic Basis:

Week	Chapter	Topic
1	Course Introduction	
	Chapter 1	Innovative Management for a Changing World
2	Chapter 2	The Environment & Corporate Culture
3	Chapter 3	Managing in a Global Environment
4	Chapter 4	Managing Ethics and Social Responsibility
5	Chapter 5	Managerial Planning and Goal Setting
6	Chapter 6	Managerial Decision Making
7	Chapter 7	Designing Adaptive Organizations
8	Chapter 8	Managing Change and Innovation
9	Chapter 9	Managing Human Resources and Diversity
10	Chapter 11	Leadership
11	Chapter 12	Motivating Employees
12	Chapter 13	Managing Communication
13	Chapter 14	Leading Teams
14	Chapter 15	Managing Quality and Performance
15	→	Final Exam

Course Goals:

The course will:

- A. Allow students to develop an understanding of the fundamental role and scope of leadership and supervision. I, III, IV, VI, VII
- B. Introduce students to the management/leadership vocabulary. I, VI
- C. Enhance students' understanding of the manager's responsibility for planning and goal setting utilizing the leadership and motivation functions of team leaders and supervisors. I, II, III, VI

- D. Enhance students' abilities in developing and maintaining strong relationships through effective communication skills. I, IV, V
- E. Foster the ability of students to understand team leadership and the supervisory skills of coaching, evaluating, and delegating. I, III, IV
- F. Guide students to understand the change agent function of team leadership and supervision. I, III, V, VI
- G. Introduce students to the basic elements of team building. I, IV, V, VI

*Roman numerals after course objectives reference goals of the A.A.S. Business program.

Expected Student Learning Outcomes:

Students will:

1. Describe each of the managerial functions as they relate to strategic decision-making. (A, B, C)
2. Describe the role and importance of communication in management. (A, B, D)
3. Identify and explain the basic management activities. (A, B, C, D, G)
4. Describe and provide examples of the different kinds of managers by both level and area of the organization. (F, G)
5. Describe the basic skills required for effective management. (F, G)
6. Discuss the role education and experience play in acquiring management skills. (F, G)
7. Describe the management and career challenges that exist in the workplace. (E, G)
8. Identify and explain the impact of the components of the general, task, and internal environments of organizations, with particular emphasis on organizational culture and internal and external customers. (F, G)
9. Relate personal ethics, managerial ethics, and managing ethical behavior of employees. (F, G)
10. Summarize the arguments for and against social responsibility of business. (F, G)
11. Identify the advantages and disadvantages of various organizational structures. (B, G)
12. Describe the six steps in the rational decision-making process. (A, G)
13. Identify and explain the major perspectives on motivation. (C, G)
14. Contrast leadership and management. (C, G)
15. Discuss the advantages and disadvantages of using teams in organizations. (C, F, G)

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

Evaluation:

The instructor will provide full details via a syllabus supplement.

- A. Testing Procedures: 50-60% of grade
A minimum of three exams is recommended.
- B. Laboratory Expectations: None
- C. Field Work: 40-50% of grade
A Research paper or Case Study is recommended.

D. Other Evaluation Methods:

Class participation, group work, and homework will also comprise the final grade for the course. Each instructor must provide full details the first week of class via a syllabus supplement.

E. Grading Scale:

92 - 100	A
89 - 91	B+
82 - 88	B
79 - 81	C+
72 - 78	C
65 - 71	D
Below 65	F

Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

C. Accommodations for Disabilities:

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability

Services (DS) in order to receive accommodations in this course. Disability Services (<http://www.pstcc.edu/sswd/>) may be contacted via email or by visiting Alexander 130.

NOTE: To receive the **Supervision Certificate**, the minimum grade in each of the four courses is "C". The four courses are:

1. BUSN 2330 - Principles of Management
2. INFS 1010 - Computer Applications
3. BUSN 1380 - Supervisory Management
4. BUSN 2340 - Human Resource Management

Management majors should also be aware that you must have earned a 2.5 GPA in 15 credit hours of Management courses to qualify for your Management Internship.