



LINCOLN UNIVERSITY

BA302 – Principles of Management Course Syllabus Fall - 2016

Lecture Schedule : 10/17/2016 - 12/10/2016 Mon & Wed - 6:30 - 9:15

Units – 3

Instructor : Tesfaye Ketsela, Ph.D.

Contact Information: tketsela2@aol.com Mobile Phone : (510) 837-5078

Office Hours: Mondays 4:00 PM - 6:00 PM (please call above number to schedule for an appointment at least a day in advance)

Main Textbook: *Essentials of Management* (9th Edition) by Andrew DuBrin (2012). Mason Ohio: Southwestern Cengage Learning
ISBN: 13 9780-538-47823-6

Students are expected to bring with them the above text book to class

Additional Text Books (that will be available in the library for reference):

1) *Principles of Management* by Charles Hill and Steve McShane (2006). McGraw-Hill/Irwin
ISBN-13 97800073530123

2) *Business Principles and Management* by Kenneth E. Everard (2003). Thomson, South Western
ISBN:13: 9780538435901

Course Description

The nature of the management process is explored through appropriate concepts such as planning, organizing, leading, controlling; evolution and models related to the study of formal and informal organizations. Systems analysis will integrate the various dimensions of management, organizational structure and functions of managers, growth, and re-engineering of business. One assignment will include use of the Internet. (3 units)

Prerequisite: None

Specific Learning Objectives

Upon completion of the Course, students will be able to:

- Outline the development of management theories, models and principles
- Describe management functions such as planning, organizing, budgeting
- Describe roles of managers and resources they use
- Evaluate different management approaches
- Discuss levels of management
- Explain motivation principles and how they are applied
- Compare leadership and management functions
- List techniques of evaluating, coaching and managing poor performer
- Describe Essentials of Controls and managing ineffective performance
- Discuss how to manage time and work related stress

Learning Methods, Class Activities and Assignments

Lectures will be presented in class to cover principles and concepts taken from the main text book as well as from supplemental reading lists. Students are required to read the chapters assigned in advance of each class lecture. There will be class discussions on cases relevant to the content material and students will do individual and/or group presentation on topics assigned by the instructor as well as from internet assignments.

Project:

There will be individual assignment on case analysis and article reviews. There will also be group assignments designed to enable students to work as a team and do presentations to class.

These projects will include library research. The submission will be marked and points will be applied to the final grades. (See the percentage breakdown under “Grading”.)

Each group will be composed of members representing different countries, cultures, gender and other criteria so that students will be able to share diverse views based on their background and experience.

Code of Conduct: Attendance will be taken at the beginning of each class. Students will be required to attend all classes and come to class on time. They are encouraged to participate in class discussions and show a cooperative attitude and behavior towards their class mates as well as the instructor. When writing examinations and quizzes, copying the work of other students and presenting as one’s own work (plagiarism) will result in the student being dismissed from class. While in class students must turn off their mobile phones or switched them to “Silent” mode so that there will be no disruption on class activities.

Examination and Performance Assessment Policy: There will be a mid-term examination on the date indicated in the class activities or to be announced by the instructor in advance. The final examination will be given at the end of the class . (Refer to “Schedule of Class Activities” attached herewith. The examination will include multiple choice , fill-in- the-blank as well as discussion questions.

Grading Policy:

Assessment will be done as follows.

- **Class attendance and participation (15%).** (A daily record of attendance will be kept including a record of tardiness. Participation includes but not limited to:
 - a) coming to class on time staying in class (required),
 - b) taking lecture notes (required),
 - c) being attentive during lecture hours (expected and encouraged),
 - d) asking and answering questions (encouraged unless directed to an individual)
 - e) class presentations (individual and group - required)
 - f) showing cooperation and taking an active part as team member in group assignments (required)
- **Individual assignment on case analyses or internet assignment – 10%**
- **Group Assignments and Presentation (5%)**
- **Mid-term Examination --25**
- **Final Examination (45%)**

Total -----100

After scores on each of the above are added and thus marked out of 100 possible points, letter grades will be assigned as follows:

91% and above -----	A
86-90% -----	A
81-85% -----	B+,
76-80% -----	B
71-75% -----	B-
66-70% -----	C+
61-65% -----	C
56-60% -----	C-
46-55% -----	D

If and when necessary, the grades can be adjusted to reflect a normal distribution curve.

See Next page for Schedule of Class Activities

Schedule of class activities - Principles of Management (BA302)

Fall Semester 2016

October 17 to December 10 - 2016

Date	Topics to be covered and Class Activities	Reading Assignments (to be done before class)	Activities	Remarks
Week one October 17 and 19	Introduction to Management The Manager's Job: - Types of Managers -Managerial Functions - Evolution of Managerial Thought International Management Ethics and Corporate Social Responsibility	Chapters 1, 2, and 3	Lecture, class discussion	
Week 2: Oct 24 and 26	Essentials of Planning - General Framework - Business Strategy -Operating Plans, policies, etc -Management by Objectives - Problem Solving and Dcision Making - Steps in Decision Making -Creativity and Innovation	Chapters 4, 5 and 6,	Lecture, class discussion, cases	Video Presentation on "The corporation" Part one
Week 3 Oct 31 and Nov 2	Job Design and Work Schedules - Job Design Specialization and Description, Job enrichment, rotation Organizational Structure (see topics in text) HR and Talent Management (Recruitment and Selection, Orientation, Training and Devpt, Performance Evaluation	Chapters 7, 8 and 9,	Lecture, class discussion, cases analysis	Choose topic from the list for Internet Assignment and submit for approval by instructor

<p>Week 4 : Nov 7 and 9</p>	<p>Mid-term Exam (one hour) on Nov 7</p> <p>Leadership (leading and managing)</p> <p>Power and Authority</p> <p>Leadership Styles</p> <p>Role of leaders</p> <p>Motivation (Theories, and relationship of motivation to job satisfaction and performance)</p> <p>Communication (process, channels, barriers, effective communication)</p> <p>Groups and Teams (stages of group development, resolving conflicts among groups)</p>	<p>Chapters 10, 11, 12 and 13</p>	<p>Lecture, class discussion, cases analysis</p>	<p>Video Presentation on "The Corporation"</p> <p>Part two</p>
<p>Week 5: Nov 14 and 16</p>	<p>Information Technology and E-commerce (adv and disadvantages, effects of the Internet, success factors in E-commerce)</p> <p>Controlling and management functions</p> <p>Managing Ineffective Performance (coaching, employee discipline)</p> <p>Managing Personal Effectiveness (Stress Management)</p>	<p>Chapters 14, 15, 16,</p>	<p>Lecture, group discussion, cases</p>	<p>Group or Individual presentation on Internet Assignment depending on class size</p>
<p>Week 6: Nov 21 and 23</p>	<p>Managing Ineffective Performance (coaching, employee discipline)</p> <p>Managing Personal Effectiveness (Stress Management)</p>	<p>17</p>	<p>Lecture, group discussion, cases</p>	
<p>Week 7: Nov 28 and 30</p>	<p>Revision and any business that needs to be taken care of</p>			
<p>Week 8: Dec 5</p>	<p>Final Examination</p>			

The above schedule might change or revised if necessary. Revised August 2016