

BA 110 Management Principles

Course Units: 3 units (45 lecture hours)

Semester: Fall 2017

Class Meeting Time: Thursday, 12:30 to 3:15 PM (08/21/17 to 12//11/17)

Dr. Pete Bogue, Associate Professor of Business Administration; **E-mail address:** pbogue@lincolnuca.edu (checked periodically for messages); **Office hours:** Thursday, 11:30 AM-12:30 PM by appointment.

Catalogue Course Description: The course is emphasizing management of organization structures achieving organizational objectives and fundamental concepts related to the practice of management in terms of the basic functions of planning, organizing, motivating, directing, and controlling. (3 units) *Prerequisite: BA 10 or*

Learning Outcomes:

Upon the completion of the course, students should demonstrate an ability to:

1. Define management and describe the factors that are reshaping and redefining management
2. Explain how the external environment and the internal organizational culture affects managers
3. Explain globalization and its impact on organizations
4. Describe the factors that lead to ethical and unethical behavior in organizations
5. Describe the decision-making process and the types of decisions and decision-making conditions managers face.
6. Explain the nature and purposes of planning and goal setting
7. Describe six key elements of organizational design and compare and contrast traditional and contemporary organizational designs
8. Describe the key components of the human resource management process and address contemporary issues in managing human resources
9. Describe the focus and goals of organizational behavior and the role attitudes, personality, and perception play in shaping behavior in organizations
10. Describe the major concepts of group behavior and how work groups are turned into effective teams
11. Define and explain motivation; Compare and contrast early and contemporary theories of motivation
12. Explain the major theories of and contingency approaches to leadership
13. Explain the importance of control; Describe the types of controls organizations and managers utilize

Assessment Activities of Learning Outcomes: Discussion Questions, In the Entrepreneurial Spotlight/Action, Case Applications/Presentations, Personal Inventory Assessments, Internet Search Assignment Documenting Sources, Final Comprehensive Exam.

Instructional Materials and References: Robbins, Stephen P., Mary Coulter and David A. Decenzo, "Fundamentals of Management," 10th Ed. (Boston: Pearson Education, Inc., 2017). ISBN 9780134237473.

Instructional Methods: Lectures supported by PowerPoint slides with supervised exercises and business case studies. The emphasis will be on learning by doing. Every student must participate in intensive classroom activities, must complete homework, course assignments, and exams.

Topical Outline: The course provides balanced coverage of all key concepts of Management. This includes not only traditional topics such as the management environment, planning, organizing, leading, and controlling, but also cutting-edge issues such as holacracy, the sharing economy, gamification, data analytics/big data, BYOD (bring your own device), and wearable technology. The topics of globalization and cross-cultural differences, diversity, and ethics are woven into the course.

Course Requirements: Students will be responsible for completing the textbook chapter readings prior to the lectures, homework and classroom activities, case studies, and final exams. The expected amount of time a student will need to spend outside of class to complete his/her individual and/or group out-of-class homework assignments is six (6) hours per week for a 3-unit class.

Assessment Criteria and Methods of Evaluating Students:

The basis for the determination of the final grade for the course will be the total weighted score for all activities according to the percentages shown in the table:

Discussion Questions	10%
Case Applications:	10%
Case Application Power Point Presentation:	15%
Personal Inventory Assessments:	10%
Internet Search Assignment:	15%
Comprehensive Final Exam:	35%
Attendance:	05%
Total:	100%

Grading Scale (Point/Grade Conversion):

100-95 A	76-74 C
94-90 A-	73-70 C-
89-87 B+	69-65 D+
86-84 B	64-60 D
83-80 B-	59 or <F
79-77 C+	

Attendance: Regular attendance at classes is essential. Each student is expected to be present for scheduled class periods, to be punctual, and to remain in class for the entire scheduled period. Excessive absences or tardiness may result in loss of credit, lowering of grade, or dismissal from the class. Students are responsible for making up class work missed.

Examinations: The final exam will consist of short answer and/or essay questions evaluating the student's understanding of the basic concepts, terms, processes, and issues covered in the course.

Electronic Devices: Cell phone ringers must be turned off while in the classroom and placed in a vibrating mode. Smart phone and laptop screens may not be viewed in class while lectures are in progress unless otherwise instructed.

Integrity and Quality of Scholarship: Integrity of scholarship must be maintained at all times. Plagiarism (copying directly from an author's work) is not permitted. All written work is to be word-processed unless otherwise indicated and should reflect college-level ability in English structure, grammar, spelling, and sophistication of analysis.

Plagiarism Detection: Lincoln University subscribes to Turnitin plagiarism prevention service. Student work will be used for plagiarism detection and for no other purpose. Originality reports will not be available for viewing.

Modification of the Syllabus: This syllabus and schedule are subject to change in the event of extenuating circumstances. An announcement of any changes will be made in class.

Homework and Classroom Activities:

NOTE: Student teams will answer their assigned "Discussion Questions" in advance of lectures, word process the answers, bringing them to class, prepared to respond if called upon by the instructor to summarize the answers to these review questions. Satisfactory answers will be scored as a 2 (strong answer), 1 (satisfactory answer), or 0 (unsatisfactory answer or absence). Student teams will submit the Discussion Questions Answers to the instructor (or CANVAS) by the end of the course.

NOTE: Student teams will analyze and solve the assigned "Case Applications" under the guidance of the instructor, apply relevant concepts and practical applications found in the respective chapters, word process the answers to the questions following the cases, and submit them to the instructor (or CANVAS) by the end of the course.

NOTE: Student teams will be given the opportunity to make Power Point presentations before the class of solutions to their selection of assigned "Case Applications" and their responses to the questions following the cases. Students must be prepared to deliver creditable responses adding value based upon the material in the relevant chapter.

Students' presentation skills will be assessed and evaluated for their professional demeanor. Please be prepared to participate. What you put into the course will determine what you and others get out of it. Student teams will submit the Power Points to the instructor (or CANVAS) by the end of the course.

NOTE: Personal Inventory Assessments: Insights Into Your Skills, Interests, and Abilities. Personal Inventory Assessments handouts will be completed in class in conjunction with the textbook readings. Students will record their personal inventory assessment scores and an analysis/interpretation of them on the handouts to be submitted to the instructor (or CANVAS) upon completion of the exercise or by the end of the course.

NOTE: Undergraduate students will conduct an Internet Search Assignment about W. Edwards Deming's management philosophy, "Total Quality Management (TQM)," [the forerunner was Japanese Quality Circles], devoted to continual improvement and responding to customer needs and expectations. Students will word process an essay about the results of their Internet Search Assignment, the format of the essay paper must adhere to the APA Publication Manual, available in the L.U. library and on the Lincoln University Website, be documented by proper annotation and referencing and include a bibliography. The 12 point font size should be utilized. Students will include at the beginning of their essay paper the statement, "I have done my own work and have neither given nor received unauthorized assistance on this work." Students will submit their essay to the instructor (or CANVAS) by the end of the course.

COURSE SCHEDULE

TH 08/24/17, Lecture: Chapter 1, Managers and Management

Discussion Questions 1-1, 1-2, 1-3, 1-4, 1-7, 1-8

Case Application 2, "Building a Better Boss" Questions 1-18, 1-19, 1-20

Personal Inventory Assessment

TH 08/31/17, Lecture: Chapter 2, The Management Environment

Discussion Questions 2-2, 2-4, 2-6, 2-7, 2-8, 2-9

Case Application 1, "Getting Back on Target" Questions 2-15, 2-16, 2-17

Personal Inventory Assessment

TH 09/07/17, Lecture: Chapter 3, Integrative Managerial Issues

Discussion Questions 3-1, 3-3, 3-5, 3-7, 3-8, 3-10

Case Application 2, "Serious about Sustainability?" Questions 3-19, 3-20, 3-21

Personal Inventory Assessment

TH 09/14/17, Lecture: Chapter 4, Foundations of Decision Making

Discussion Questions 4-1, 4-2, 4-4, 4-5, 4-7, 4-8

Case Application 1, "Big Brown Numbers," Questions 4-14, 4-15, 4-16

Personal Inventory Assessment

TH 09/21/17, Lecture: Chapter 5, Foundations of Planning

Discussion Questions 5-1, 5-2, 5-4, 5-5, 5-6, 5-7
Case Application 3, "Future Vision," Questions 5-24, 5-25, 5-26
Personal Inventory Assessment

TH 09/28/17, Lecture: Chapter 6, Organizational Structure and Design
Discussion Questions 6-1, 6-3, 6-5, 6-7, 6-8, 6-9
Case Application 1, "You Work Where?" Questions 6-14, 6-15, 6-16
Personal Inventory Assessment

TH 10/05/17, Lecture: Chapter 7, Managing Human Resources
Discussion Questions 7-1, 7-2, 7-3, 7-4, 7-8, 7-9
Case Application 3, "Spotting Talent," Questions 7-23, 7-24, 7-25
Personal Inventory Assessment

TH 10/12/17, Lecture: Chapter 9, Foundations of Individual Behavior
Discussion Questions 9-4, 9-5, 9-6, 9-7, 9-8, 9-9
Case Application 2, "Odd Couples," Questions 9-19, 9-20, 9-21
Personal Inventory Assessment

TH 10/19/17, Lecture: Chapter 10, Understanding Groups & Managing Work
Teams
Discussion Questions 10-2, 10-3, 10-4, 10-7, 10-8, 10-10
Case Application 1, "Rx: Teamwork," Questions 10-15, 10-16, 10-17
Personal Inventory Assessment

TH 10/26/17, Lecture: Chapter 11, Motivating & Rewarding Employees
Discussion Questions 11-1, 11-2, 11-3, 11-7, 11-8, 11-10
Case Application 1, "One for the Money," Questions 11-15, 11-16, 11-17
Personal Inventory Assessment

TH 11/02/17, Lecture: Chapter 12, Leadership and Trust
Discussion Questions 12-1, 12-4, 12-5, 12-6, 12-8, 12-10
Case Application 1, "Developing Gen Y Leaders," Questions 12-14,
12-15, 12-18
Personal Inventory Assessment

TH 11/09/17, Lecture: Chapter 14, Foundations of Control
Discussion Questions 14-1, 14-3, 14-4, 14-5, 14-7, 14-8
Case Application 1, "Top Secret," Questions 14-14, 14-15, 14-16
Personal Inventory Assessment

TH 11/16/17, Case Application Presentations

TH 11/21-25/17 Fall Recess (Thanksgiving Holiday)

TH 11/30/17, Case Application Presentations

TH 12/07/17 Final Comprehensive Exam Results Due to instructor (or on CANVAS)
(Chapters 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 14); ALL ASSIGNMENTS DUE to
INSTRUCTOR (or on CANVAS).

Date Syllabus Was Last Reviewed: August 15, 2017

Appendix. Program and Institutional Learning Outcomes

Institutional Learning Outcomes (ILOs)	
<i>Graduates of the BA program of Lincoln University should be able to:</i>	
1a	Develop the habits and skills necessary for processing information based on intellectual commitment, and using these skills to guide behavior.
2a	Raise important questions and problems, and formulate them clearly and precisely in oral or written communication
3a	Act with dignity and follow the principles concerning the quality of life of all people, recognizing an obligation to protect fundamental human rights and to respect the diversity of all cultures.
4a	Focus on individual and organizational benefits; communicate to co-workers and company's leadership in facilitation of collaborative environment; to be honest and transparent with regard to their work, and to be respectful of the work of others.
5a	Display sincerity and integrity in all their actions, which should be based on reason and moral principles; to inspire others by showing mental and spiritual endurance
6a	Show creativity by thinking of new and better goals, ideas, and solutions to problems; to be resourceful problem solvers.
7a	Define and explain the boundaries, divisions, styles and practices of the field, and define and properly use the principal terms in the field

Program Level Outcomes (PLOs)	
<i>Students graduating our BA program will be able to:</i>	
1	Demonstrate knowledge in the principle areas of general business and specific areas of concentration, which include: general business, management, entrepreneurship, and management information business.
2	Determine the information needed to evaluate a business problem. Apply critical thinking and reasoning skills to recognize credibility and accuracy.
3	Demonstrate the ability to communicate with others using written and oral communication tools.
4	Demonstrate the ability to use analytical skills to understand business problems and make well-informed decisions.
5	Apply and comply with ethical and legal principles and evaluate different ethical perspectives.