

LINCOLN UNIVERSITY
BA 302 PRINCIPLES OF MANAGEMENT
COURSE SYLLABUS
Department of Business and Economics
Summer, 2017

Lecture Schedule: Monday/Wednesday: 12:30-3:15 PM Dates 6/12-7/28/16
Credit: 3 units
Instructor: Prof. Ken Germann, MBA, JD
Office Hours: **Monday/Wednesday**, 11:45-12:30 and TBA
e-mail: ken@lincolnuca.edu
Home e-mail: kengermann@att.net
Home Phone: (510) 531-3082
Textbook: **FUNDAMENTALS of MANAGEMENT**
8st Edition, by Robbins, Decenzo and Coulter, Pearson Education, 2013
ISBN: 978-0-13-262053-6

CATALOG DESCRIPTION

The nature of the management process is explored through appropriate concepts such as planning, organizing, leading, and controlling, as related to 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. There will be internet assignments. (3) units.

STUDENT LEARNING OBJECTIVES

- * Students will understand how to plan.
 - Students will understand the importance of organizing.
 - Students will have to lead.
 - Students will learn to develop control systems
 - Students will take their turn as managers.

PROCEDURES AND METHODOLOGY

Lecture method is used in combination with case studies. The emphasis will be on learning by doing. Students will be using the internet for online research. Every student must participate in an intensive preparation and classroom activity.

COURSE PROJECT

Every student, working with a team, will develop a plan for setting up a business operations for a business. The final project will be presented by the group to the class orally on the last day of class.

REQUIREMENTS

Continuous assessment is emphasized. Written assignments will be given every week. Reading, writing and “business case study” assignments are scheduled throughout the course. Students must complete all assignments and take all exams on the dates scheduled. Plagiarism will result in the grade “F” and a report to the administration.

ATTENDANCE AND HOMEWORK

Students are expected to attend each class session. If you cannot attend a class due to a valid reason, please notify the instructor prior to the class. There will be four questions posted on the white board which you will be expected to word process the answers for the next class. This is an individual assignment.

EXAMS

Both midterm and final exams are structured as written essays to answer the given questions. Examples to illustrate; and references to statute and case law are mandatory. Exams will cover all assigned chapters, any additional readings or supplementary materials covered in class.

GRADING

Homework			100 points
Case Studies			100 points
Mid-term exam			100 points
Final exam			100 points
Course Project - Written	50	10%	
	Oral	50	10%
			<u>100 points</u>
Total			500 points

470-500	A	365-384	C
450-469	A-	350-364	C-
435-449	B+	335-349	D+
415-434	B	315-334	D
400-414	B-	300-314	D-
385-399	C+	299-below	F

COURSE SCHEDULE

Week	Topic Chapters	Cases	
1	Introduction	Pg: 405 and 408-409	Ch 1-3
2	Planning	Pg:414-416 and 419-420	Ch 4-5
3	Organizing	Pg:422-423, 425-426, 430-431	Ch 6-8
	Take home midterm Ch 1-8		
4	Leading	Pg:435, 440-441,444-445	Ch. 9-11
5	Leading	Pg:448,451-452	Ch. 12,13
6	Controlling	Pg:456-457, 459-460	Ch 14.15
	Take home Final Exam Ch 9-15		
7	Final Project: Written and Oral Presentations due		

TOPICAL COURSE OUTLINE

Part I Introduction

Ch 1 Managers and Management

Ch 2 Management Environment

Ch 3 Integrative Managerial Issues

Part 2 Planning

Ch 4 Foundations of Decision Making

Ch 5 Foundations of Planning

Part 3 Organizing

Ch 6 Organizing Structure and Design

Ch 7 Managing Human Resources

Ch 8 Managing Change and Innovation

Part 4 Leading #1

Ch 9 Foundations of Individual Behavior

Ch 10 Understanding Groups and Managing Working Teams

Ch 11 Motivating and Rewarding Employees

Part 4 Leading #2

Ch 12 Leadership and Trust

Ch 13 Managing Communications and Information

Part 5 Controlling

Ch 14 Foundations of Control

Ch 15 Operations Management

COMMENTS

- * Participation is required. What you put into the class will determine what you get out of it - and what others get out of it.
- * Please come on time. Late arrivals disturb everyone else.
- * If you miss a class, you are responsible for getting notes on the material covered from a classmate.
- * To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- * Questions and comments during the class are welcome. Do not hesitate to ask questions - do not leave anything unclear for you.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester.

Announcements of any changes will be made in the classroom.

**IBA302 Principles of Management
Syllabus**

Page 4 out 4

INSTRUCTOR BIO

My first career was in operations for manufacturers. I worked as an expeditor, quality control inspector, junior chemist, front line supervisor and plant manager. I was lucky enough to be a poverty attorney during the “War on Poverty”. My third career was as a producer, director, script writer and actor for a murder mystery company. For the past thirty years I have had a consulting firm, specializing in management and marketing problems.

Like many students, I pursued four degree programs while working full time. My passion is teaching. I have over thirty years of teaching graduate and undergraduate business classes. My other interests are family and travel. I have had an opportunity to work and travel to 171 countries.

Syllabus Revised 6/12/16