Lincoln University

BA 302 – Principles of Management
COURSE-SYLLABUS
FALL 2018

Course: BA 302 – Principles of Management

Level: Mastery 1(M1)

Lecture Schedule: Saturday, 12:30 PM – 3:15 PM

Credit: 3 units (45 lecture hours)

Instructor: Harpal S. Dhillon, PhD

Office Hours: Saturday: 3:15 PM – 4:00 PM

Students are advised to schedule appointments by signing their names on the appointment list which is located in the class web site. Additional guidance regarding scheduling of one-on-one meeting with the professor will be provided in the first class. Students are encouraged to communicate with the professor through e-mail messages.
E-mail: hdhillon@lincolnuca.edu

Phone: (202) 330-2979 (Please call me on the phone between 6 AM and 6 PM (Pacific Time))

Textbook:

Samuel C. Certo, and S. Trevis Certo; *Modern Management: Concepts and Skills* (14th Edition), Pearson-Prentice Hall (2016)
ISBN-13: 9780133859812

Prerequisite: None

COURSE DESCRIPTION
The course will cover concepts and techniques used by managers to (i) propose, plan, secure resources, and develop a realistic budget for a project, and (ii) lead the project

teams towards successful completion of the project. Students will be engaged in traditional classroom learning, participation in all facets of a group project involving a realistic endeavor in selected real-world situation, and on-line discussions focused on a variety of project management issues/situations.

COURSE OBJECTIVES

A student after successfully completing this course should be able to (i) develop strategies, goals, and objectives in order to enhance performance and sustainability by following good practices for organizational planning; (ii) acquire skills necessary for communicating a shared vision, motivating and empowering others, and creating a culture of ethical decision-making and enterprise; (iii) effectively utilize human, physical, and financial resources for efficient attainment of organizational goals; and (iv) develop metrics which can become the basis for comparison of the attained organizational goals with planned organizational in pursuit of improved organizational effectiveness.

COURSE LEARNING OUTCOMES AND ASSESSMENT

No.	Course Learning Outcome (CLO)	Program Level Outcomes (PLOs)	Assessment Activities/Tasks
1	Demonstrable ability to develop strategies, goals, and objectives in order to enhance performance and sustainability of an organization.	1, 3 & 5	Group Project; Examinations; On-line Discussions; and In-class Discussions
2	Ability to demonstrate organizational teamwork and leadership skills necessary for effective implementation of organizational decisions and policy.	2, 3 & 4	Group Project Plan; On-line Discussions; and In-class Discussions
3	Ability to utilize theoretical knowledge, problem-solving skills, and practical experiences when conducting strategic analyses, operational planning, and operational	1, 2, 5 & 6	Group Project Plan; Group Project

	control in a typical business organization.		
4	Ability to identify ethical issues/problems in business organizations and conduct decision-making within standard ethical framework in a global setting.	4, 5 & 6	Final Project Report; On-line Discussion Posts; In-class Discussions
5	Ability to create effective narrative communications, and present their reports/findings, orally and/or in written form, effectively to diverse professional audiences.	3 & 5	Final Project Report; On-line Discussion Posts; In-class Discussions; and Project Briefing
6	Ability to handle business opportunities and associated challenges of globalization by applying proven decision-support methodologies to address problems/issues to the operations of dynamic global enterprises.	1, 3, 5, & 6	Final Project Report; Project Briefing, On-line Discussion Posts; In-class Discussions; and Examinations.

Note:
The Program Level Outcomes (PLOs) are listed in the Appendix.

INSTRUCTION PROCEDURE AND METHODOLOGY

This class will be conducted interactively in the face-to-face sessions, and on-line for discussions and class management. All students will participate in class discussions, formal presentations, and in-class exercises. Short oral presentations may also be required in conjunction with homework assignments. Assignments will be given weekly and may consist of textbook exercises and research questions. Students must complete all assignments and take all quizzes, mid-term exam and final exam on the **specified due dates**. Plagiarism will result in the grade "F" and a report to the administration.

Students are expected to utilize their personal laptop computers, the computer lab, and the

resources available in the school library.

ATTENDANCE

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.

CLASS PROJECTS

Project work is designed to familiarize students with an industry, product, or technology of their interest. Projects may be assigned individually, and/or as group projects. If a number of students work together on a group project, the score for the project report and presentation may not be the same for all members of the project team. The Final Report for a group project will be turned in as a formal electronic document. All sources of content in a project report must be referenced. APA standard is recommended for formatting and organizing project reports.

EXAMINATIONS

Both, mid-term and final exams will include questions requiring written essay answers. The essay answers must be written clearly, easy to read, and organized logically with reference to the questions being answered. Graphs, charts, tables, and other supporting illustrations should be inserted in the answers, where appropriate. Examples to illustrate the answers are required. Exams will cover all assigned chapters, and any additional readings or supplementary materials covered in class.

Both examinations will be conducted electronically, within the CANVAS class. Students will be required to work on the exams in the regular classroom for this course/section (like attending a regular class).

The exams are neither 'open book' nor 'open notes'.

TIME SPENT ON OUT-OF-CLASS WORK

The estimated time which a student should spend on out-of-class work/assignments in this course is 6 hours every week (about 90 hours for the course).

GRADING AND SCORING

All assigned work, and class activities will be graded by following the guidelines/criteria presented below:

POINT SCORE

The course grade will be based on the total number of points scored by a student. The allocation of the total of 100 points to various gradable out-of-class assignments and class activities is provided in the table below:

Activity/Task	Time/Schedule	Points (Total:100)
On-line Discussions (8)	Weekly, with some exceptions	16
In-class Discussions (9)	Weekly, with some exceptions	9
Course project	Throughout the course duration	40
Mid-term exam	In the middle of the course	15
Final exam	Last week of the course	20

COURSE GRADE

The points needed for securing a given course grade are shown in the table posted below:

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
Points	94-100	90-93	87-89	83-86	80-82	77-79	73-76	70-72	67-69	60-66	0-59

If both grades for the midterm and final exams are "F", the term grade for the course will be 'F' regardless of the grades for the project and classroom activities.

MAKE-UP WORK

Assignments are to be completed on time during the course. Late assignments will result in a reduced grade. Mid-term and final exams and group presentations cannot be made up if missed, unless there is a documented emergency.

COURSE
SCHEDULE

WEEK	Class Date	Topic(s) & Activities	Chapter(s)		Related Course Learning Outcomes (CLOs)
			Textbook	**Lecture**	
1	Aug. 25	**Reading Assignment:** • Introduction to Modern Management- Ch. 1 • Managers, Society & Sustainability-Ch. 2 **Do in-class:** • Introductions of Class Members • Overview of the BA 302 Course Planning for Group Project	Ch. 1 & Ch.2	Ch. 1	1, 2 &3
2	Sept. 1	**Reading Assignment:** • Management and Diversity-Ch. 3 Planning the Group Project Creation of Project Teams	Ch. 2 & Ch. 3	Ch. 2 & Ch.3	1, 2, 4 & 6
3	Sept. 8	**Reading Assignment:** • Management and Diversity-CHP 3 • Managing in the Global Arena-CHP 4 Group Project Review Submission of Project Proposals • *On-line Discussion 1* • *In-class Discussion 1*	Ch. 3 & Ch. 4	Ch. 3 & Ch. 4	2, 4 & 6
4	Sept. 15	**Reading Assignment:** • Planning and Planning Tools-CHP 5 • *On-line Discussion 2* • *In-class Discussion 2*	Ch. 5	Ch. 5	2, 3 & 5

5	Sept. 22	**Reading Assignment:** • Planning and Planning Tools-Ch. 5 • *On-line Discussion 3* • *In-class Discussion 3* Project Status Review	Ch. 5	Ch. 5	2, 3 & 5
6	Sept. 29	**Reading Assignment:** • Making Decisions-Ch. 6 • Strategic Planning-Ch. 7 • *On-line Discussion 4* • *In-class Discussion 4*	Ch. 6 & Ch. 7	Ch. 6 & Ch. 7	1, 2 & 3
7	Oct. 6	**Reading Assignment:** • Organization-Fundamentals-Ch. 8 • Responsibility, Authority, and Delegation-Ch. 9 Submission of Project Status Report 1	Ch. 8 & Ch. 9	Ch. 8 & Ch.9	1, 2, 4 & 5
8	Oct. 13	MID-TERM EXAMINATION	Ch. 1-9		
9	Oct. 20	**Reading Assignment** • Human Resource Management-Ch. 10 • Changing Organizations-Ch.11 • *On-line Discussion 5* • *In-class Discussion 5* Project Status Review	Ch. 10 & Ch. 11	Ch. 10	2, 4 & 5
10	Oct. 27	**Reading Assignment** • Changing Organizations-Ch.11 • Influencing and Communication-Ch. 12 • *On-line Discussion 6* • *In-class Discussion 6*	Ch. 11 & Ch. 12	Ch. 11 & Ch. 12	1, 3, 4 & 5
11	Nov. 3	**Reading Assignment:** • Leadership-Ch. 13 • Motivation-Ch. 14 • *On-line Discussion 7* • *In-class Discussion 7* Submission of Project Status Report 2	Ch. 13 Ch. 14	Ch. 13 & Ch. 14	2, 4 & 5

12	Nov. 10	**Reading Assignment:** • Motivation-CHP 14 • Groups and Teams-CHP 15 • *In-class Discussion 8*	Ch. 14 & Ch. 15	Ch. 14 & 15	2, 4 & 5
13	Nov. 17	**Reading Assignment** • Managing Organizational Culture-Ch. 16 • Controlling Information and Technology-Ch. 17 • *In-class Discussion 9*	Ch. 16 & Ch. 17	Ch. 16 & 17	4, 5 & 6
14	Nov. 24	*No class* *Thanksgiving Weekend*			
15	Dec. 1	• *On-line Discussion 8* COURSE PROJECT PRESENTATIONS			2 & 5
16	Dec. 8	FINAL EXAMINATION	Ch. 10-17		

OTHER COMMENTS

- Please participate. 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/slide printouts on the material covered from a classmate or the instructor.
- 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 yourself.

MODIFICATION OF THE SYLLABUS

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

Date of Last Modification: July 31, 2018