

LINCOLN UNIVERSITY
BA 110 MANAGEMENT PRINCIPLES
COURSE SYLLABUS
Department of Business and Economics
Fall, 2021

Lecture Schedule: Thursday: 12:30 – 3:15PM
Instructor: Prof. Ken Germann, MBA, JD
Credit: 3 units
Level: Developed (D)
Office Hours: **Thursday 11:45 – 12:30 PM** and TBA
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Textbook: **FUNDAMENTALS of MANAGEMENT**
8st Edition, by Robbins, Decenzo and Coulter, Pearson Education, 2013
ISBN: 978-0-13-262053-6

CATALOG 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 equivalent*

STUDENT LEARNING OBJECTIVES

- Students will understand how to plan. PLO 1, ILO 1a and 2a
- Students will understand the importance of organizing. PLO 2, ILO 7a
- Students will have to lead. PLO 4, ILO 4a and 5a
- Students will learn to develop control systems. PLO 2, ILO 2a and 7a
- Students will take their turn as managers. PLO 2, ILO 2a

PROCEDURES AND METHODOLOGY

Lecture method is used in combination with case studies. The emphasis will be on learning by doing. Students will be using to 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	Section	Chapter	Cases (Page)
1	Introduction	1	405
2	Introduction	2	406
3	Introduction	3	409
4	Planning	4	412
5	Planning	5	416
6	Organizing	6	420
7	Organizing	7	423
8	Organizing	8	426
Take home midterm Chapters 1-8, due 9 th class			
9	Leading	9	434
10	Leading	10	436
11	Leading	11	440
12	Leading	12	445
13	Leading	13	449
14	Controlling	14	452
15	Controlling	15	457
Take home final Chapters 9-15, due class week 16			
16	Group project and oral presentation		

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.

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 8/2-21