



# Lincoln University

## BA 110 – Management Principles

### COURSE SYLLABUS

### SUMMER 2022

<b>Instructor:</b>	Mr. Uday Kumar Ghosh
<b>Lecture Schedule:</b>	Tuesdays and Thursdays: 12:30 PM – 3:15 PM
<b>Credits:</b>	3 units (45 lecture hours)
<b>Level:</b>	Developed (D)
<b>Office Hours:</b>	Monday – Friday: 9:00 AM – 3:00 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 instructor will be provided in the first class. Students are encouraged to communicate with the professor through e-mail messages.

**E-mail:** [ughosh@lincolnuca.edu](mailto:ughosh@lincolnuca.edu)

**Phone:** 6507372991 (Please call me on the phone between 6 AM and 6 PM (Pacific Time)).

<b>Textbook:</b>	Fundamentals of Management by A Robbins; Mary A Coulter 11th Edition (2020) Publisher: Prentice-Hall ISBN-13: 9780135183878 ISBN-10: 0135183871
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<b>Last Revision:</b>	June 14, 2022
<b>Prerequisite:</b>	BA 10 or equivalent

### 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)

### EDUCATIONAL OBJECTIVES

The course provides balanced coverage of all key concepts of Management. This covers not only traditional topics such as the management environment, planning, organizing, leading, and controlling, but also cutting-edge issues/developments such as

the impact of technology and decision-support systems on organizational/business operations and management. The topics of globalization and cross-cultural differences, diversity, and ethics are woven into the course.

### COURSE LEARNING OUTCOMES & ASSESSMENT

No.	Course LO	Program Learning Outcomes (PLOs)	Institutional Learning Outcomes (ILOs)	Assessment Activities/Tasks
1-5	1. *Define the role of management in an organization. 2. *Recognize and conceptualize the management knowledge learned. 3. *Explain management theory and applications. 4. *Demonstrate cognitively the role of management methods in practice. 5. *Research the internet effectively for management information.	PLO 1	1a, 3a, & 4a	Assigned textbook chapters:  Discussion questions.  Case Studies.  Personal inventory assessments.  Internet search assignments.  Mid-term and Final exam.
6	*Demonstrate critical thinking by identification, recognition, or application of key terms, items, concepts, or relevant data.	PLO 2	1a, 3a, & 4a	Discussion questions.  Case Studies.  In-class presentations.  Internet search assignments.
7	*Analyze the key issues for decision-making related to administering the management elements such as the manager's role, the management environment, integrative managerial issues, decision making, planning,	PLO 4	1a, 3a, 4a 6a & 7a	Discussion questions. Case Studies.  Case application  In-class Presentations

	organizational structure, and design, managing human resources, foundations of individual behavior, groups and managing work teams, motivating, and rewarding employees, leadership and trust, foundations of control.			Internet search assignments
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\* Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

### **INSTRUCTION PROCEDURE AND METHODOLOGY**

This class will be conducted interactively in virtual face-to-face sessions (in on-line class 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 and in-class discussions. 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 (when they are at the Lincoln University campus).

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

### **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, or soon after the conclusion of 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 activity. 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 (on-line) classroom for this course/section (like attending a regular class).

The exams are 'open book' and '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:

GRADE STRUCTURE	POINTS
Oral Presentation + Team Evaluation	70+30
Attendance	30
Participation in the Class	70
Mid Term Exam	100
Final Exam	100
Total Points	400

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	F
Points	400- 360	359- 340	339- 320	319- 300	299- 280	279- 260	259- 240	239- 220	219- 180	<180

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)	
			Textbook	Lecture
1	Jun 14	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Managers and Management in Today's Workplace – Ch. 1</li> <li>Planning for Project</li> </ul>	Ch. 1	Ch. 1
2	Jun 16	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>The Manager as Decision Maker – Ch. 2</li> <li>Important Managerial Issues- Ch. 3</li> </ul>	Ch. 2&3	Ch. 2&3
3	Jun 21	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Making Environment – Ch. 4</li> <li>Managing Change &amp; Innovation – Ch. 5</li> </ul>	Ch. 4&5	Ch. 4&5
4	Jun 23	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Planning &amp; Goal Setting – Ch. 6</li> <li>Structuring &amp; Designing Organizations – Ch. 7</li> </ul>	Ch. 6&7	Ch. 6&7
5	Jun 28	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Managing Human Resources and Diversity – Ch. 8</li> <li>Managing Work Groups &amp; Work Teams – Ch. 9</li> </ul>	Ch. 8&9	Ch. 8&9
6	Jun 30	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Understanding Individual Behavior – Ch. 10 and Revisions</li> </ul>	Ch. 10	Ch. 10
7	Jul 5	<b>Mid-term Examination</b>	Ch. 1-10	
8	Jul 7	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Motivating &amp; Rewarding Employees – Ch. 11</li> </ul>	Ch. 11	Ch. 11
9	Jul 12	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Understanding Leadership – Ch. 12</li> <li>Midterm Exam Review</li> </ul>	Ch. 12	Ch. 12

10	Jul 1	<b>Reading Assignment:</b> <ul style="list-style-type: none"> <li>Managing Organizational and Interpersonal Communication – Ch. 13</li> <li>Managing Change and Innovation – Ch. 6</li> </ul> <a href="#">Project 2- Status Review</a>	Ch. 13	Ch. 13
11	Jul 19	<b>Reading Assignment</b> <ul style="list-style-type: none"> <li>Controlling Work and Organizational Processes – Ch. 14</li> </ul>	Ch. 14	Ch. 14
12	Jul 21	<b>Reading Assignment</b> Ch. 11-14 Revisions in the Class	Ch. 11-14	Ch. 11-14
13	Jul 26	<b>PROJECT PRESENTATION</b>		
14	Jul 28	<b>FINAL EXAMINATION</b>	Ch. 11-17	

### 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:** June 14, 2022