

# BA 302 – Principles of Management

## Course Syllabus

Spring 2012

**Lecture Schedule:** Thursdays, 3:30 PM – 6:15 PM

**Credit Units:** 3 (45 lecture hours)

**Instructor:** Tesfaye Ketsela, Ph.D.

**Contact Information:** [tketsela2@aol.com](mailto:tketsela2@aol.com) Mobile Phone: (510) 837-5078

**Main Textbook:** *Essentials of Management* (8<sup>th</sup> or latest edition) by Andrew DuBrin (2009).  
Mason Ohio: Southwestern Cengage Learning  
ISBN-13: 9780-324-35389-1

**(Students are required to bring a copy of this text book to class.)**

### **Additional Text Books (that will be available in the library for reference)**

- 1) *Principles of Management* by Charles Hill and Steve McShane (2006). McGraw-Hill/Irwin  
ISBN-13: 97800073530123
- 2) *Business Principles and Management* by Kenneth E. Everard (2003). Thomson, South Western  
ISBN-13: 9780538435901

### **Course Description:**

The nature of the management process is explored through appropriate concepts such as planning, organizing, leading, controlling; evolution and models related to the study of 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. One assignment will include use of the Internet. (3 units)

**Prerequisite:** None

### **Specific Learning Objectives**

Upon completion of the Course, students will be able to:

- Outline the development of management theories, models and principles
- Describe management functions such as planning, organizing, budgeting
- Describe roles of managers and resources they use
- Evaluate different management approaches
- Discuss levels of management
- Explain motivation principles and how they are applied
- Compare leadership and management functions
- List techniques of evaluating, coaching and managing poor performer

## **Learning Methods, Class Activities and Assignments**

Students will be required to read in advance the material to be covered in upcoming classes so that they come prepared for the lecture on the topics. The reading assignment and topics to be covered in each session are distributed in advance.

1) Material will be presented in:

- a) lecture format using power point
- b) handouts (including short notes, case studies, and class assignments for discussion will be distributed and/or relevant sections will be referred in the textbook to work on exercises

2) During lecture hours, all students will be expected to take notes.

3) Students are encouraged to ask questions after sections or chapters are covered

4) There will be group discussions on material covered so that students exchange ideas on topics assigned to each group by the instructor. The principles and theories covered under each topic will be discussed using examples from real life situations in order to ensure an understanding of their applications

**Code of Conduct:** Students will be required to attend all classes and come to class on time. They are encouraged to participate in class discussions and show a cooperative attitude and behavior towards their class mates as well as the instructor. Copying the work of other students and presenting as one's own work (plagiarism) will result in the student being dismissed from class.

While in class all mobile phones should be turned off or switched to "Silent" mode so that students will not be disrupted from attending the class lectures or discussions

**Examination Policy:** There will be short quizzes during the week in order encourage students to read the assignments in advance. The final examination will be given according to the examination schedule dates to be notified by the administration.

The examination will include multiple choice questions, fill-in- the-blank as well as discussion questions.

**Grading/Scoring Policy:** Grading will be based on the assessment factors:

- **Class attendance and participation (15%).** (A daily record of attendance will be kept including a record of tardiness. Participation includes but not limited to:
  - a) coming to class on time staying in class (required),
  - b) taking lecture notes (required),

- c) being attentive during lecture hours (expected and encouraged),
- d) asking and answering questions (encouraged unless directed to an individual)

- **Pop-quizzes (5%)** (*Short quizzes will be given to students at any time after class starts and the questions will be from the reading assignments given in advance.*)
- **Individual assignment submissions on case analyses – 10%**
- **Group Assignments and Presentation (10%)**
- **Midterm Examination (20%)**
- **Final Examination (40%)**

**(If circumstances dictate, some of the above can be modified, revised or changed)**

The grading system will be according to the Lincoln University policy which is as follows;

91% and above -----	A
86-90% -----	A
81-85% -----	B+
76-80% -----	B
71-75% -----	B-
66-70% -----	C+
61-65% -----	C
56-60% -----	C-
46-55% -----	D

If and when necessary, the grades can be adjusted to reflect a normal distribution curve.

**Date of the Last Update of this Course Syllabus:** January, 2012

# Principles of Management (BA 302)

## Schedule of Class Activities

Spring Semester: January 19/2012 – May 3/2012

Instructor: T. Ketsela, Ph.D.

Date	Topics to be covered and Class Activities	Reading Assignments (to be done before class)	Activities	Remarks
Thursday January 19 3:30 PM – 6:15 PM	Introduction of Class Chapter 1 – Intro to Management Chapter 2 – Int Mgmt and Cultural Diversity	Chapter 1 to 5	Lecture, class discussion	
Thursday January 26 3:30 PM – 6:15 PM	Chapter 3 – Ethics and Social Responsibility Chapter 4 – Essentials Of Planning Chapter 5 – Problem Solving and Decision Making	Chapter 6, 7	Lecture, class discussion, cases from Chapter 1&2	Video Presentation on “The corporation” Part one
Thursday February 2 3:30 PM – 6:15 PM	Chapter 6 – Quantitative Techniques and Decision Making Chapter 7 – Job Design and Work Schedules	Chapter 8	Lecture, class discussion, cases from Chapter 3-5	
Thursday February 9 3:30 PM – 6:15 PM	Chapter 8– Organizational Structure	Chapter 9	Lecture, class discussion, cases from Chapter 6&7	Video Presentation on “The Corporation”  Part two
Thursday February 16 3:30 PM – 6:15 PM	Chapter 9 – Human Resource Management	Chapter 10	Lecture, group discussion, cases from Chapter 8	
Thursday February 23 3:30 PM – 6:15 PM	Chapter 10 - Leadership	Chapter 11	Lecture, class discussion, cases from Chapter 9	Video Presentation on “The Corporation”  Part three
Thursday March 1 3:30 PM – 6:15 PM	Chapter 11 – Motivation	Chapter 12	Lecture, class discussion, cases from Chapter 10	
Thursday March 8 3:30 PM – 4:30  4:30 – 6:15	- Mid-term exam  - Group Assignment		Students plan on their group project	
Thursday March 15 3:30 PM – 6:15 PM	- Spring Recess			

Thursday March 22 3:30 PM – 6:15 PM	- Chapter 12 – Communication	Chapter 13	Lecture, class discussion, cases from Chapter 11	
Thursday March 29 3:30 PM – 6:15 PM	- Chapter 13 – Teams and Groups	Chapter 14	Lecture, class discussion, cases from Chapter 12	
Thursday April 5 3:30 PM – 6:15 PM	Chapter 14 – Information Technology and Commerce Chapter 15 – Essentials of Control		Lecture, class discussion, cases from Chapter 13	
Thursday April 12 3:30 PM – 6:15 PM	Group Presentation	Chapter 16 and 17	Group Presentation on Projects	
Thursday April 19 3:30 PM – 6:15 PM	Chapter 16 – Managing Ineffective Performance Chapter 17 – Personal Productivity and Managing Stress		Lecture, discussion of cases from chapter 16 and 17	
Thursday April 26 3:30 PM – 6:15 PM	Revision of Chapters			
Thursday May 3 3:30 PM – 6:15 PM	<b>Final Examination</b>			

Please note that the above schedule for lectures, class discussion and other activities can be changed, modified or revised if unforeseen circumstances dictate so or the changes are justified to address the needs or are in the best interest of students. Some topics listed might be only reading assignments and other topics not listed above may be brought to class for discussion, exercises and case analysis.