CASPER COLLEGE COURSE SYLLABUS
(MGT 2100 Section N1- Principles of Management)

Semester/Year: Spring 2016

Lecture Hours: 03   Lab Hours: N/A   Credit Hours: 03
Class Time: N/A   Days: 5 days a week   Room: Moodle4Me

Instructor’s Name: Joseph Simon

Instructor's Contact Information: Office Phone: 268-2376   Email: jsimon@caspercollege.edu
Institutional Outcomes
Students taking this course will be able to:
1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Use appropriate technology and information to conduct research
6. Describe the value of personal, civic, and social responsibilities
7. Use quantitative analytical skills to evaluate and process numerical data

Program goals:

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- The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
- Students wishing to pursue a Bachelor’s degree in Business can complete the first two years of a baccalaureate degree through Casper College by completing requirements for a degree in Business Administration or Pre-Law Business. The program provides students with the opportunity to transfer at junior standing to a four-year college or university.
Business majors have the opportunity to pursue a top-quality two-year degree in Management, Leadership, or Entrepreneurship that provides the skills and abilities to succeed in the business world upon graduation.

This educational experience enables students to develop the expertise needed to function in a business environment and to develop an understanding of the social and economic forces shaping the future of the world’s economy.

Course Goals:

Students will master the learning concepts which are outlined at the beginning of each chapter. Mastery of these concepts will come through the text readings, class lecture, class discussion, case analysis, and case presentations.

Course Objectives:

Chapter 1
- Describe the four functions of management
- Understand the role of a manager
- Define skills needed to be an effective manager
- Summarize challenges that managers face today
- Recognize how successful managers achieve competitive advantage

Chapter 2
- Summarize the five classical approaches to management
- Discuss four contemporary approaches to management
- Identify modern contributors who have shaped management thought and practice

Chapter 3
- Describe the five elements of an organization’s macroenvironment
- Explain the five components of an organization’s competitive environment
- Understand how managers stay on top of changes in the external environment and respond to changes
- Discuss how corporate culture can be leveraged to overcome challenges in the outside environment

Chapter 4
- Describe how different ethical perspectives guide managerial decision making
- Identify ethics-related issues and laws facing managers
- Outline the ethical decision making process
- Develop a definition of corporate social responsibility

Chapter 5
- Summarize the steps in the planning process
- Discuss how strategic planning should be integrated with tactical and operational planning
- Describe the strategic management process and the importance of the SWOT analysis in forming strategy
- Analyze how companies can achieve competitive advantage through business strategy
- Explain the decision making process
Chapter 6
- Describe why people become entrepreneurs and what it takes personally
- Summarize how to access new venture opportunities
- Identify common causes of success and failure
- Describe methods of encouraging intrapreneurship

Chapter 7
- Define the fundamental characteristics of organizational structure
- Discuss the components of vertical and horizontal structures
- Describe mechanisms for coordinating work

Chapter 8
- Discuss how companies use human resources to gain competitive advantage
- Discuss reasons for internal and external recruiting
- Evaluate the importance of spending on training and development
- Discuss the performance appraisal process
- Describe the fundamental aspects of an effective rewards system

Chapter 9
- Describe how changes in the US workforce make diversity a critical organizational and managerial issue
- Explain how diversity can become a competitive advantage
- Identify challenges in managing a diverse workforce

Chapter 10
- Explain how a good vision helps you be a better leader
- Discuss differences between leading and managing
- Identify sources of power within organizations

Chapter 11
- Understand the principles for setting goals that motivate employees
- Give examples of how to effectively reward good performance
- Describe the key beliefs that affect people’s motivation
- Explain how people’s needs affect their behavior
- Define ways to create jobs that motivate

Chapter 12
- Discuss how teams contribute to an organization’s effectiveness
- Summarize how groups can become teams
- Describe how to build an effective team

Chapter 13
- Discuss advantages of two-way communication
- Identify communication problems to avoid
- Describe how and when to use appropriate communication channels
- Describe how information flows through various types of organizations

Chapter 14
- Explain why companies develop control systems for employees
- Summarize how to design a basic bureaucratic control system
- Describe how to use budgets as a control device
- Recognize basic types of financial statements and financial ratios used as controls
- Discuss ways how market and clan controls can be used to influence performance
Chapter 15

- Summarize how to assess technology needs
- Identify criteria on which to make technology decisions
- Evaluate the elements of an innovative organization
- Discuss what it take to be world-class

Describe how to manage change successfully

This course is designed to provide students with a working knowledge of the skills and functions necessary to be an efficient and effective manager. We will examine such topics as the history of management from the late 19th century to the present, TQM (Total Quality Management), Women and minorities in the future of management, and Motivation and Leadership.

Outcomes: Students will be expected to demonstrate, through exams, written assignments, in-class exercises and participation in the in-class discussions…

1. An understanding of the four functions of management.
2. The activities a manager must undertake, including the decision making process, budgeting, organization, motivation and effective communication.
3. How the functions of management are applicable in everyday decisions and activities in our personal lives.

Methodology: This class will consist of lecture, video series, discussion questions and written assignments, with numerous readings from the text. We will discuss current management issues, both on a domestic and international scale.

Evaluation Criteria: Three chapter tests 100 points each.
A final 200 points
There will be three written assignments consisting of:

1. Ethical considerations paper=100 points
2. A personal mission statement = 100 points
3. Personal statement of management philosophy = 100 points

In addition: I do not accept late assignments or give makeup exams without a signed doctor’s excuse. I will not accept any assignment any later than the end of class on the day it is due. I will give an early exam, except for the final, if notified at least one week in advance of the scheduled test date.

Grading as follows: 800 points possible

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<th>Score Range</th>
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<th>Percentage</th>
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<tr>
<td>720-800</td>
<td>A</td>
<td>(90-100%)</td>
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<tr>
<td>640-719</td>
<td>B</td>
<td>(80-89%)</td>
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560-639  C  (70-79%)
480-559  D  (61-70%)
Below 480  F


Class Policies: Last date to withdraw or change to audit status: April 14, 2016

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Academic Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Tentative Course schedule

PART ONE
Foundations of Management
January 19  Classes begin
Chapter 1: Managing Effectively in a Changing World
January 25  Chapter 2: The Evolution of Management

February 1  Chapter 3-Managerial Decision Making

February 8  Chapter 4: Ethics and Corporate Responsibility

**PART TWO**

Planning: Delivering Strategic Value

February 15  College closed-Presidents Day
Exam # 1-Chapters 1 through 4  Must complete by February 22
Chapter 5: Strategic Planning and Decision Making
Personal Mission Statement assignment due 2/26

February 22  Chapter 6-Entrepreneurship

March 7  Chapter 7 - Organizing for Action

March 14-18  College closed-Spring break

March 21  Chapter 8- Managing Human Resource
Ethical considerations assignment due 3/28

March 28  Exam  2-Chapters 5 through 8  Must Complete by April 4

April 4  Chapter 9-Managing Diversity and Inclusion
April 8  Advising day-on campus classes will not meet

April 11  Chapter 10-Leadership
Chapter 11-Motivating People
Exam 3-Chapters 9 through 11
Complete by April 18

April 14  Last day to withdraw from classes

April 18  Chapter 12-Teamwork

April 25  Chapter 13- Communicating
Statement of Management Philosophy assignment
Due  April 30
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>May 2</td>
<td>Chapter 14 - Managerial Control</td>
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<td>Chapter 15 - Innovating and Changing</td>
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<td>May 4</td>
<td>Final exam posted</td>
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