

North Central **Michigan College**

NCMC CURRICULUM/COURSE OUTLINE FOR YEARS: 2001-2003

DIVISION/AREA: Business and Technology

DEPARTMENT: Business

AREA DEAN: Timothy Dykstra, Ph.D.

ORIGINATOR: Chet Jessick

TOTAL HOURS OF INSTRUCTION: Lecture: 3 Lab: Total Contact Hours:

COURSE NUMBER: B 200

CREDIT HOURS: 3

COURSE TITLE: PRINCIPLES OF MANAGEMENT

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None.

CATALOG DESCRIPTION: A comprehensive introduction to management theory and practice. The course begins with a brief look at the history of management thought, investigates the function of management and covers such topics as strategic management, organizations and organizational cultures, decision making, operations management, social responsibility and business ethics, and international management. Consideration is also given to recent developments in management practice and styles of managerial leadership. Classes consist of lectures, discussions, case studies and group presentations.

GENERAL EDUCATION OUTCOMES OR OCCUPATIONAL PROGRAM OUTCOMES

Refer to College catalog or specific occupational program outcomes and describe how this course meets those outcomes.

COURSE OBJECTIVES & OUTCOMES: To successfully complete B 200 you must be able to demonstrate your ability to: 1.) Explain the role of the manager in the organization. 2.) Explain the current management wisdom and its development. 3.) Explain the psychology of leadership. 4.) Explain the role of planning, problem solving and decision making, goal setting and time management for the manager and the organization. 5.) Communicate within the organization formally and informally. 6.) Explain responsibility and authority issues. 7.) Explain the importance of the human resource. 8.) Explain Total Quality Management (TQM). 9.) Explain the relationship between the environment, planning, organizing, leading, controlling, and innovation. 10.) Understand the importance of deadlines and meet them.

METHODS OF INSTRUCTION: Lectures, discussions, case studies and group presentations.

METHODS OF EVALUATION:

Quizzes	25%
Exams	30%
Cases and Assignments	25%
Class Participation	20%

REQUIRED TEXTS: (Representative List)

Contemporary Management; Jones, George, and Hill, 2000, Second Edition, Irwin McGraw-Hill, Burr Ridge, IL

Optional supplementary Materials:

The Wall Street Journal, required reading
Any newspaper, magazine, or trade journal article, etc. **you** find that relates to this class.

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week 1	Introduction, Blackboard software overview. Chapter 1: The Management Challenge
Week 2	Chapter 3: The Environmental Factors Chapter 4: Global Environment Management by Sheep Liver: The Current Wisdom
Week 3	Class discussion about the environmental factors. Chapter 5 Ethics, Social Responsibility, and Diversity
Week 4	Chapter 2: Evolution of Management Theory
Week 5	Chapter 6: The Manager as Decision Maker Chapter 7: The Manager as a Planner and a Strategist
Week 6	Chapter 8: Managing Organizational Structure Chapter 9: Organizational Control and Culture
Week 7	Chapter 9 continued Chapter 10: Human Resource Management
Week 8	Chapter 11: The Manager as a Person
Week 9	Chapter 12: Motivation
Week 10	Chapter 13: Leadership
Week 11	Chapter 15: Communication
Week 12	Chapter 16: Org. Conflict, Negotiations, Politics, and Change
Week 13	Chapter 17: Managing Information Systems and Technology
Week 14	Chapter 18: Operations Management: Managing Quality
Week 15	Review
Week 16	Final Exam Due