



TRINITY VALLEY COMMUNITY COLLEGE ADMINISTRATIVE-MASTER SYLLABUS

Course Title:

Principles of Management

Course Prefix and Number:

BMGT 1303

Department – Division:

Business and Computer Science Division

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
Academic TVCC Core Course
WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Table with 3 columns: Semester Credit Hours (3), Lecture Hours (3), Lab/Other\* Hours (0)

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify:

Course Catalog Description

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership and decision-making are included.

Prerequisites/co requisites

None

## **Topical Outline**

- 1. Introduction to Management**
- 2. Organizational Environments and Cultures**
- 3. Ethics and Social Responsibility**
- 4. Planning and Decision Making**
- 5. Organizing: Managing Teams and a Diverse Work Force**
- 6. Organizing: Managing Human Resource Systems**
- 7. Leading: Motivation**
- 8. Leadership**
- 9. Managing Communication**
- 10. Controlling: Control and Managing Information**
- 11. Controlling: Managing Service and Manufacturing Operations**

## **Course Learning Outcomes**

- 1. Explain the basic managerial process;**
- 2. Discuss how environmental factors, ethics and social responsibility, and the global environment affect management;**
- 3. Discuss “how to make things happen” in an organization including planning, decision making, managing information, and controlling;**
- 4. Describe how to “meet the competition” through global management, organizational strategy, innovation and change, and designing adaptive organizations;**
- 5. Organize people, projects, and processes;**
- 6. Describe the leadership skills needed to be an effective manager, including motivating employees and managing communication.**
- 7. Describe the basic control process.**
- 8. Discuss the various methods that managers can use to maintain control.**
- 9. Describe the characteristics of useful information.**
- 10. Describe how companies can access and share information and Knowledge.**

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

<b>Required Text(s)</b>
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*Management, 4<sup>th</sup> edition* by Chuck Williams. South-Western College Publishing, 2007.

<b>Optional Text(s)</b>
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none

<b>Material/Technology to be supplied by the student.</b>
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Internet tools will be utilized in the completion of this course.

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

**METHODS OF INSTRUCTION:** Instruction will be by lecture/computer application/demonstration/discussion, with emphasis on student- teacher interaction.

**METHODS OF EVALUATION:** The course will consist of four exams, four textbook/internet based assignments and one “3x3x3” final team project.

Exams: 60%  
Assignments: 20%  
Project: 20%

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date