

West Los Angeles College
Management 1 Principles of Management (CSU) – 3 Units – Sections 1422
Fall Session – February 11, 2014 – June 10, 2014
Class Meets: Mon. and Wed. 9:35am – 11:00am Room GC 330
Office Hours: By Appointment
Steve Brown, MBA. Instructor – email: sbrown.ebn@gmail.com
Foundations of Management - Kreitner

Syllabus

Principles of Management
Fall Semester 2014

COURSE DESCRIPTION: This course provides practical and valid information about solutions to managerial problems through research findings, theory and current successful practices. Detailed analysis of basic managerial functions including planning, organizing/staffing, leading and controlling is made. Emphasis is placed on technical, interpersonal, conceptual, diagnostic and political managerial skills needed to succeed as a manager in a domestic or global business environment

REQUIRED TEXTBOOK: Foundations of Management – Basic and Best Practices by Robert Kreitner, 2008

OBJECTIVES: The Principles of Management course is designed to:

1. Provide a fundamental understanding of an Organization's management systems and the role of managers in those systems.
2. Provide a fundamental understanding of the management of the Organization's Core Administrative Process (Planning, Strategy, Maintaining Control)
3. Provide a fundamental understanding of the ethical issues and social responsibilities managers face in today's environment.
4. Provide a fundamental understanding of human resources management and product management and the various methods used to for the successful management of employees.
5. Provide an understanding of how the new technology affects various management systems.

INSTITUTIONAL STUDENT LEARNING OUTCOMES:

- A. Critical Thinking: Analyze managerial problems by differentiating sound management practices from unproven opinions, using past management examples and sound reasoning.
- B. Civic Responsibility: Apply the principles of civility to management situations in the context of the work environment, family, community and the global world.
- C. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all outside research assignments.

CLASS FORMAT AND INSTRUCTIONAL METHODS: Format includes class lectures, reading assignments, review of assignments in class/lecture, Weekly Homework assignments, Multiple Choice Mid Term, and a Multiple Choice Final Exam.

ASSIGNMENTS: Homework Assignments are given each week on Monday. The Homework Assignment will be Twenty(20) selected “Test Prepper Questions” from each chapter. There will be a cumulative Final Exam given on the last day of class.

Grading Scale:

Assignment	Total Points
Homework (14)	280
MidTerm	200
Final Exam (1)	420
Total All	900
A	810 or more
B	720 – 799
C	630 – 719
D	540 – 629
F	Below 540

ATTENDANCE: Attendance is essential for success. You should remain in class during the entire session. It is the student’s responsibility to drop a class that he or she plan to no longer attend. Failure to withdraw may result in an “F” or “NC” grade.

Course Agenda

1.02/11 Class Introductions

2.02/13 **Chapter 1** Today's Managers and Entrepreneurs

Learning Goals:

- a. Define the term Management
- b. Identify the Eight Managerial Functions
- c. Explain how Managers learn to Manage
- d. Describe Entrepreneurs

Issue Homework Assignment #1 (Chapter 1 Test Prepper Questions)

3.02/18 Continue Chapter 1

4.02/20 **Chapter 2** Management's Changing Landscape

Learning Goals:

- a. Define Managing Diversity
- b. How politics and law affect management
- c. Why managers should study the global economy
- d. Define the term intrapreneur

Issue Homework Assignment #2 (Chapter 2 Test Prepper Questions)

5.02/25 Continue Chapter 2

6.02/27 **Chapter 3** Management's Social and Ethical Responsibilities

Learning Goals:

- a. Define Corporate Social Responsibility
- b. Identify Four Social Responsibility Strategies
- c. Business Ethics Research
- d. Managers role in Business Ethics

Issue Homework Assignment #3 (Chapter 3 Test Prepper Questions)

7.03/04 Continue Chapter 3

8.03/06 **Chapter 4** International Management

Learning Goals:

- a. Describe the six-step Internationalization Process
- b. High-Context and Low-Context Cultures
- c. Hofstede's Research
- d. North American women on Foreign Assignments

Issue Homework Assignment #4 (Chapter 4 Test Prepper Questions)

9.03/11 Continue Chapter 4

10.03/13 **Chapter 5** Planning and Strategy

Learning Goals:

- a. Define the term Planning
- b. Explain the 80/20 Principle
- c. Explain the concept Synergy
- d. SWOT analysis

Issue Homework Assignment #5 (Chapter 5 Test Prepper Questions)

11.03/18 Continue Chapter 5

12.03/20 **Chapter 6** Making Decisions and Solving Problems

Learning Goals:

- a. Specify five sources of decision complexity
- b. Differences between programmed and nonprogrammed decisions
- c. Pros and Cons of group decision making
- d. Define Creativity

Issue Homework Assignment #6 (Chapter 6 Test Prepper Questions)

13.03/25 Continue Chapter 6

14.04/01 **Chapter 7** Designing Effective Organizations

Learning Goals:

- a. Explain the time dimension of organizational effectiveness
- b. Mechanistic and Organic Organizations
- c. Define the term Delegation
- d. The traditional Pyramid organization

Issue Homework Assignment #7 (Chapter 7 Test Prepper Questions)

15.04/03 Continue Chapter 7

16.04/08 **Chapter 8** Maintaining Control and Improving Quality

Learning Goals:

- a. Describe three types of control
- b. Identify Five steps of product quality
- c. Define Total Quality Management
- d. Deming's famous 14 points

Issue Homework Assignment #8 (Chapter 8 Test Prepper Questions)

17.04/10 MidTerm Chapters 1 - 8

18.04/15 **Chapter 9** Human Resource Management

Learning Goals:

- a. Define the term Human Capital
- b. The PROCEED model
- c. Performance Appraisals
- d. Preventing Sexual Harassment

Issue Homework Assignment #9 (Chapter 9 Test Prepper Questions)

19.04/17 Continue Chapter 9

20.04/22 **Chapter 10** Communicating for Results

Learning Goals:

- a. The five strategies for communication
- b. Grapevine and Nonverbal Communication
- c. Emails, Cell Phones and Video Conferences
- d. Listening, writing and running a meeting

Issue Homework Assignment #10 (Chapter 10 Test Prepper Questions)

21.04/24 Continue Chapter 10

22.04/29 **Chapter 11** Motivating Employees

Learning Goals:

- a. Maslow and Hertzberg's Motivational lessons
- b. Job enhancements used to motivate
- c. Extrinsic Rewards vs Intrinsic Rewards
- d. Quality of Worklife Programs

Issue Homework Assignment #11 (Chapter 11 Test Prepper Questions)

23.05/01 Continue Chapter 11

24.05/06 **Chapter 12** Managing Groups and Teams

Learning Goals:

- a. Define the term Group
- b. Six Stages of group development
- c. Define cross-functional teams

Issue Homework Assignment #12 (Chapter 12 Test Prepper Questions)

25.05/08 Continue Chapter 12

26.05/13 **Chapter 13** Influencing and Learning

Learning Goals:

- a. Eight Generic influence tactics
- b. Five Bases of Power
- c. Goleman's four leadership traits
- d. Fiedler's Contingency Theory vs. Path-goal Theory

e. Benefits of a Mentor

Issue Homework Assignment #13 (Chapter 13 Test Prepper Questions)

27.05/15 Continue Chapter 13

28.05/20 **Chapter 14** Managing Change and Conflict

Learning Goals:

- a. The Nadler-Tushman model
- b. Why employees resist change
- c. Unfreezing-change-refreezing analogy
- d. Competitive vs Cooperative Conflict Styles

Issue Homework Assignment #13 (Chapter 14 Test Prepper Questions)

29.05/22 Continue Chapter 14

30.05/27 Management of Personal Investments

31.05/29 Contd Management of Personal Investments

32.06/03 Final Review

33.06/05 Final Review

34.06/10 FINAL EXAM

*Instructor has the right to modify and/or change the chapters and assignments set forth above.

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW THE POLICY, PROCEDURES, AND CALENDAR DEADLINES FOR DROPPING A COURSE PROPERLY.

PROPER PREPARATION PREVENTS POOR PERFORMANCE. WE CAN AND WILL DO THIS